

REQUEST FOR PROPOSALS/QUALIFICATIONS

**Architectural Design Services for
Pine Shops Arcade Renovation**

FOR

CITY OF HOLTVILLE REDEVELOPMENT AGENCY



RFP/RFQ Issue Date: March 11, 2011

Due Date: March 31, 2011

Issued by:

**Holtville Redevelopment Agency
121 W. Fifth Street
Holtville, CA 92250
(760) 356-4170**

This project is funded by the City of Holtville Redevelopment Agency

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PART I – INTRODUCTION

The Redevelopment Agency of the City of Holtville (Agency) is seeking proposals from qualified architectural and/or engineering firms to prepare improvement drawings including specifications and color schemes of the proposed Pine Shop Arcade Renovation project. The selected firm shall further prepare cost estimates for the same. The Pine Shop Arcade Project is located at the **500 Block on Pine Avenue**, in Holtville, CA, 92250, please see Exhibit A.

The work under a design contract for professional services will be funded by the City's Redevelopment Agency. The Agency has set aside an approximate \$100,000 for the construction costs associated with the renovation of the Pine Shop Arcade. The selected firm, hereafter referred to as "Consultant," shall work within this budget and fulfill the requirements as stipulated under this Request for Proposals/Qualifications.

PART II - SCOPE OF WORK

The current arcade structure was built in the early 1900's and renovated in the 1990's and consists of very dated, corrugated metal. The architectural style preferred is classical and mission revival or similar design consistent with the Downtown Code and Master Plan of the City of Holtville. The Agency, via the recommendation of the City's Project Review Committee, has selected a conceptual rendering by which improvement plans shall be designed, and color schemes, specifications, cost estimates, and finish schedule prepared. The Project Review Committee has further recommended a preliminary scope of work that shall be taken into consideration by the Consultant (Please See Exhibit B for Conceptual Rendering and Preliminary Scope of Work).

Consultant Deliverables Shall Include:

1. Three alternative conceptual color schemes applied to the Preferred Design.
2. Detailed Scope of Work consistent with the Preferred Design.
3. Permit ready Design Drawings, Specifications and Finish Schedule.
4. Fifteen (15) full sized sets of design drawings and one electronic copy.
5. Architects/Engineers Opinion of Probable Construction Costs.

Consultant Due Diligence Shall Include:

Information Gathering Phase

1. Familiarization with the City of Holtville Development Standards and Downtown Code (Exhibit C).
2. Familiarization with the Redevelopment Agency Program restrictions and construction budget.
3. An evaluation of the existing Pine Shop Arcade and supporting commercial buildings, including the structural needs.

Tasks Under Design Phase

1. Consistency with the Project Review Committee's design preferences.
2. Consistency with the Holtville Downtown Code.
3. Presentation to the Holtville Project Review Committee of design and color schemes.
4. Pre-approval of design drawings/site plan by the County of Imperial Building Department.

Services Under Bidding Phase

1. Consultant shall be available to answer questions at a pre-bid conference to be coordinated and held by the Agency during the bid process.

PART III - PROPOSAL CONTENT

Cover Letter

The cover letter shall:

1. Confirm that all elements of this RFP/RFQ have been reviewed and understood.
2. Include a statement of intent to perform the services as outlined.
3. Express Consultant's willingness to enter into an Agreement under the terms and conditions prescribed in this RFP/RFQ and in the sample Professional Consultant Services Agreement (Agreement -Exhibit D).
4. Identify a single person for possible contact during the proposal review process.

Statement of Qualifications

Include a brief summary of the Consultant's qualifications. This section shall include relevant Consultant's information, including the address and telephone number of the Consultant's main office and any branch offices that will be participating in this project. Members of the Consultant's professional team (managers, contact person, etc.). Major subcontractors (if any) and their degree of involvement should be included.

Provide a statement of qualifications and resume of all personnel that will be performing services for Consultant and their availability. Statement must include:

- Name and title
- Description of education or resume
- General experience, including total years in specialty experience
- Years of employment in field and with Consultant
- Any prior public agency experience
- Any certifications, professional designations, or other information that will assist in evaluating qualifications

Consultant Experience

The Consultant shall provide a list of similar projects worked on for other municipal/public agency clients, including project description, services provided, length and outcome of project. The Consultant shall provide at least three (3) references, within the past three (3) years, of clients for whom services have been performed. The references shall include names, addresses, and telephone numbers of the clients for whom prior work was performed and include an explanation of the services provided.

Project Approach and Scope of Work

This section should demonstrate an understanding of the Scope of Work. It should describe the general approach, organization, and staffing required for the services to be performed. Address, at minimum, all items addressed under Section II of this proposal, and clearly identify whether any additional services are recommended. Indicate as "additional services recommended."

Proposed Schedule

Provide a detailed project schedule, with performance milestones and anticipated schedule of events.

Cost of Services

The proposal shall include a full description of all fees proposed by the Consultant for performing all the services to be provided as outlined in the Scope of Work. Compensation will be based on successful completion of the deliverables and the fee schedule must reflect costs to complete each component.

PART IV - SELECTION AND EVALUATION

Proposal Selection

Selection of Consultant(s) shall be on the basis of demonstrated competence and qualifications to render the services at fair prices in accordance with Section 4526 of the California Government Code. The Agency reserves the right to amend, withdraw, and/or cancel this RFP/RFQ. The Agency reserves the right, without qualification, to reject any or all proposals to this RFP/RFQ at any time prior to contract execution. The Agency reserves the right to request or obtain additional information about any and all submittals. All proposals become the property of the Agency.

Proposal Evaluation Criteria

The Agency intends to engage the most qualified Consultant available for these services. The following criteria shall be used in evaluation of the Consultant's offer of services:

- a. Demonstrated Comprehension of Project Approach (30%)
- b. Qualifications of Assigned Personnel (25%)
- c. Firm Experience in providing these services for similar projects (20%)
- d. Service Delivery Schedule (15%)
- e. Overall Quality of Proposal (10%)

The selected Consultant(s) may be asked to participate in an oral interview to discuss in greater detail the content of their proposal. The selected Consultant will be provided a Professional Consultant Services Agreement for execution upon verification of any applicable insurance and license requirements.

Contract Terms

Any proposal accepted by the Agency shall become a part of the Contract terms. Contractual terms applicable to Consultant and any and all subcontractor(s) will include but are not limited to the following:

- Not-to-exceed price for these services
- Business Tax Registration and City Business License requirements
- Liability insurance requirements
- Errors and Omissions liability insurance requirements
- Workers Compensation insurance requirements
- No substitution of key personnel without prior written approval by the Agency

Compensation will be in accordance with the price accepted or negotiated with the selected Consultant. A sample Agreement is included within this RFP/RFQ for review. Please make particular note of the insurance and indemnity requirements.

PART V – SUBMITTAL, INSTRUCTIONS AND MISCELLANEOUS

Inquiries

All requests for clarifications or interpretations of the Scope of Work or Terms and Conditions set forth in this RFP/RFQ should be submitted in writing and emailed to: Glyn Snyder, Agency Secretary at gsnyder@holtville.ca.gov. All questions and requests for clarifications or interpretations must be received in writing on or before March, 15, 2011 before 5:00 P.M. Questions and answers will be provided to all interested proponents who contact the City Clerk with said request.

Submittal Date and Time

All proposals are due at the office of the Agency located at 121 West Fifth Street, Holtville, California, 92250 no later than **March 31, 2011 before 5:00 P.M.** This time and date is fixed and extensions will not be granted. All proposals received after the deadline shown will be rejected and returned. Electronic submissions will not be accepted.

All proposals shall be signed by a duly authorized representative of the Consultant. The name and mailing address of the individual executing the proposal must be provided. Should the Consultant have concerns about meeting any requirements of this RFP/RFQ, the Consultant shall include a clearly labeled subsection with individual statements specifically identifying the concerns and exceptions.

The Agency shall not be liable for any pre-contractual expenses incurred by any Consultant in relation to the preparation or submittal of a proposal. Additionally, the Agency shall not be liable for expenses incurred as a result of the Agency's rejection of any proposals made in response to this RFP/RFQ.

Proposal must be mailed to:

Attn: Glyn Snyder, City Clerk
City of Holtville
121 W. Fifth Street
Holtville, CA 92250

Subject: RFP/RFQ for Design Services for Pine Shops Arcade Renovation Project.

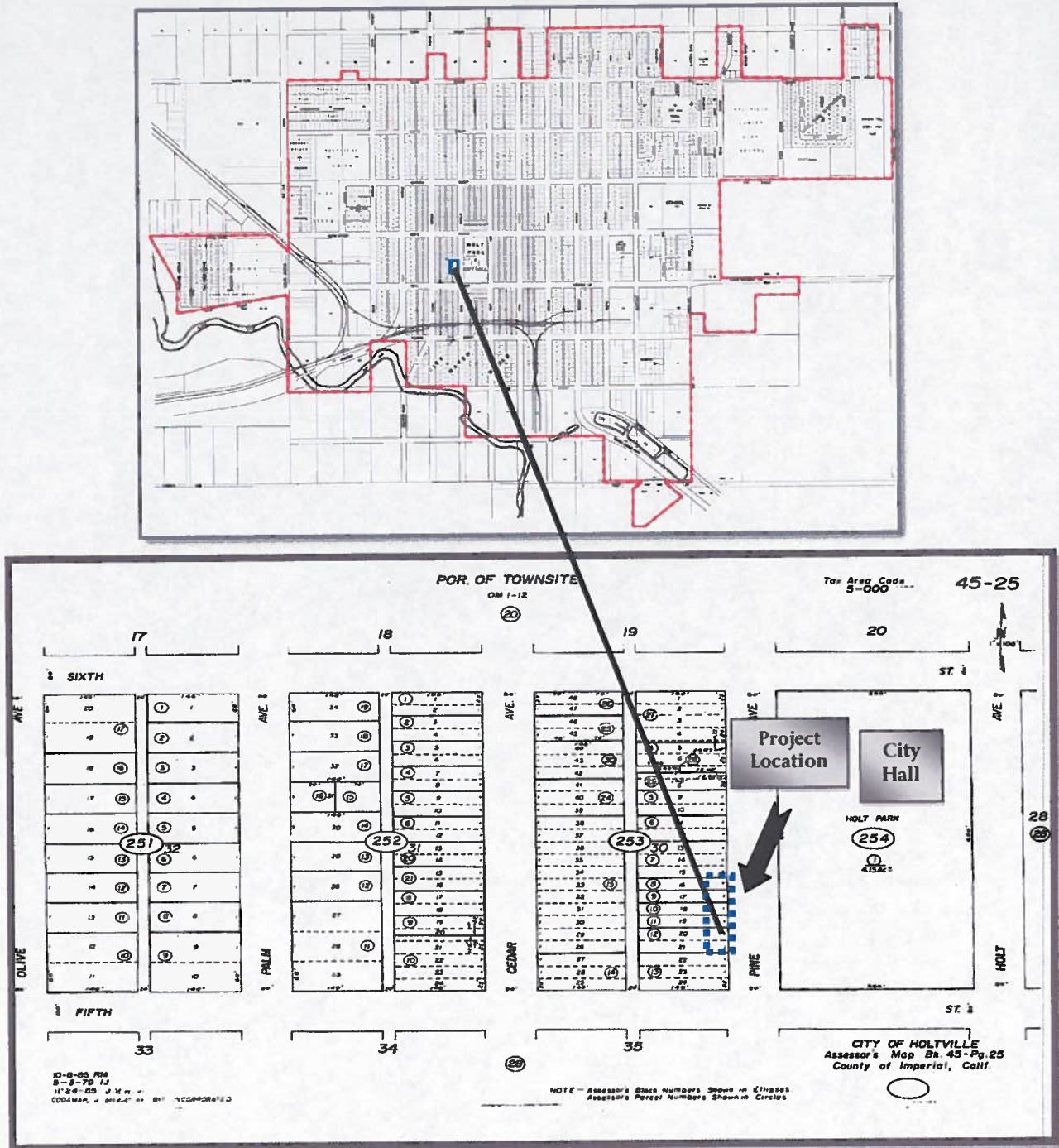
Public Records

All Proposals submitted in response to this RFP/RFQ become the property of the Agency and under the Public Records Act (Government Code § 6250 et. seq.) are public records. If a Consultant claims a privilege against public disclosure for trade secret or other proprietary information, such information must be clearly identified in the proposal. Note that under California law, price proposal to a public agency is not a trade secret.

PART VI - EXHIBITS

Exhibit A - Project Location Map
Exhibit B - Preliminary Scope of Work and Conceptual Design
Exhibit C - Holtville Downtown Code
Exhibit D - Professional Consultant Services Sample Agreement

EXHIBIT A



Legend:

- - - - - City Limits
- Project Location

The Holt Group, Inc.
ENGINEERING • PLANNING • SURVEYING

1001 N. IMPERIAL AVE.

El Centro, California 92243



NOT TO SCALE

Pine Shops Arcade
Renovation
500 Block on Pine Avenue
Holtville, California 92250

Project Location Map

EXHIBIT B



CITY OF HOLTVILLE REDEVELOPMENT AGENCY

PRELIMINARY SCOPE OF WORK PINE SHOPS ARCADE AWNING RENOVATION 500 BLOCK ON PINE AVENUE, HOLTVILLE, CALIFORNIA, 92250

PROJECT STRUCTURE HISTORY & BUILDING CONDITION

This awning structure is common to the strip commercial units located on this block. The awning structure is attached to buildings that are approximately 95 years old, originally built in the early 1900's. The common awning structure over the sidewalk within the City of Holtville's right of way is approximately 12' deep, 18' high and 125' in length. It is the preference to extend the awning to 150' in length.

There are common column structures with plaster and brick exteriors. Additional 6" diameter, painted steel pole support columns remain between the brick columns. The individual commercial spaces have common walls between each tenant. This entire building structure was inspected thoroughly by The Holt Group, Inc. and the Imperial County Building Department after the earthquake of April 4, 2010. It was determined during the exterior inspection that there are no indications that the building structures are unsound.

This project is being funded through the City of Holtville Redevelopment Agency as a Public Improvement project and requires compliance with California Department of Industrial Relations prevailing wage requirements, and the California Labor Codes 1720-1861.

PRELIMINARY SCOPE OF WORK

1. DESIGN

The entire awning structure and support columns must be removed and all construction materials must be recycled or disposed of per the waste management and recycle agreement. The City of Holtville will provide the design architect with the preferred renderings of the finished replacement awning. The design architect will provide the City of Holtville's Project Manager and the Construction Manager with copies of the design plans and color schemes of the proposed awning replacement project including cost estimates, construction drawings and specifications, finish schedule, and any Title 24 energy report that may be required for construction.

2. PERMITS & FEES

The contractor shall be directed to obtain a building permit through the City of Holtville from the Imperial County Building Department for the demolition of the existing awning and the construction of the new awning as outlined in the project plans. The Imperial County Building Department will perform all inspection to ensure code and building compliance.

3. DEMOLITION, REMOVAL AND DISPOSAL OF THE FRONT CANOPY

Contractor shall remove the front awning, steel columns & the masonry columns and dispose of per the waste management and recycle agreement. The contractor shall provide the City of Holtville with the weight tickets for the recycled amounts and disposals at a landfill.

4. AWNING CONSTRUCTION

- a. Frame the columns and the roof awning with metal 2X6 steel studs per the drawings and details for the 150' length of the shops. Frame the east, north and south facing parapet wall with metal 2X6 steel studs per the drawings and details in the construction plans and install 7/16 OSB on the metal studs, both all sides. Place stucco wire on the OSB for stucco, masonry or stone blocks. The parapet walls shall extend above the existing roof to a height of 18' overall.
- b. Sheet the roof with 7/16 OSB on the metal studs. Place built up (hot mop) roof asphalt roof covering per the drawings and details in the construction plans.
- c. Provide and install (per the manufactures directions) new architectural foam molding to the top of the new walls and prepare for applied all stucco.
- d. Install necessary electrical wiring, and provide and install 6 swag lights with wiring as required.
- e. Provide and install all wire, base coats and color coats of stucco (26 SY) per the drawings and details.
- f. Provide and install stone working (450 SF) and stucco (26 SY) per the drawings and details.
- g. Provide and install eight (8) arches, conventional framing with OSB sheeting and stucco. Provide touch-up paint to all businesses.



Project:
The Shops on Pine
Arcade Redesign

Location:
Pine Avenue, Hotville, CA 92250

Date: 12.13.10

Concept

2B



Chapter 17.41 DowntownCode

Sections:

- 17.41.010 Purpose, Intent, and Applicability
- 17.41.020 Introduction to the DowntownCode
- 17.41.030 Definitions
- 17.41.040 Regulating Plan and Street Typologies and Standards
- 17.41.050 Allowed Uses
- 17.41.060 Development Standards
- 17.41.070 Building and Frontage Types
- 17.41.080 Signs
- 17.41.090 Parking
- 17.41.100 Architectural and Design Standards
- 17.41.110 Special Use Regulations

17.41.010 Purpose, Intent, and Applicability

- A. **Purpose and Intent.** The purpose of this Chapter is to establish unique allowed use and development standards for subject property within the Downtown area of Holtville. It is the intent of these standards to help preserve and protect the existing, historic, and unique character of the Downtown by requiring new construction, remodels, and existing construction to complement the existing built environment. Additionally, through the application of these standards, the Downtown will continue to be the pedestrian-oriented shopping, dining, entertainment, and living center of the Holtville community. Funding for this project was provided by the State of California Community Development Block Grant
- B. **Applicability.**
1. **Standards and Entitlement Review.** The standards of this Chapter apply to all property zoned either Downtown-A (D-A) or Downtown-B (D-B) as shown on the Regulating Plan (Section 17.41.040). All qualifying projects under Section 17.63.020 (Applicability) within the D-A or D-B zones shall be subject to Design Review prior to issuance of building permit. Additionally, those uses that require a use permit as listed in Section 17.41.050 (Allowed Uses) shall obtain a Use Permit prior to establishment of the use. In addition to the application of the D-A and D-B Zoning District, the Downtown is also governed by the Regulating Plan. The Regulating Plan addresses how development interacts with the street and how the street is developed. The application of both the Zoning District and the Regulating Plan are described in more detail in Sections 17.41.020.A (Defining the DowntownCode) and 17.41.040 (Regulating Plan and Street Typologies and Standards). Generally, the Zoning District designation (D-A or D-B) defines the character and allowed use provisions for the subject site while the Regulating Plan defines the development standards (setbacks, building typology, street standards).
 2. **Applicability of Regulating Plan Standards.** Generally, the development standards applicable to a property shall be those for the respective zone (either D-A or D-B) as well as the street frontage as reflected in the Regulating Plan.
- C. **Compliance Required.**
1. If the Holtville Planning Department finds and determines that a property has not complied or cannot comply with the requirements set forth by this code and thus

determines that the activities or improvements constitute a nuisance, the City shall provide property owner with notice and opportunity to comply with the enforcement or abatement order. If after receipt of the order (1) Property owner fails to comply, and/or (2) Property owner cannot comply with the requirements, then the matter shall be referred to the appropriate enforcement authority.

2. As between the City and the Property Owner, any violation of this Code may be a "nuisance per se". The City may enforce the terms and conditions of this code in accordance with its Codified Ordinances and/or State law. The provisions of this paragraph shall not apply to any claim of nuisance per se brought by a third party.
3. Property owner shall not be permitted to maintain a "nuisance", which is anything which:
 - a. Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property, and/or
 - b. Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal, and/or
 - c. Occurs during or as a result of actions or improvements produced by the business.

17.41.020 Introduction to the DowntownCode

A. Defining the DowntownCode.

1. The DowntownCode is the regulating document for development within the Downtown of Holtville. The basis for this Code is in two unique Zoning Districts – the D-A and D-B Zones. The DowntownCode recognizes the historic character of the Downtown and identifies a special set of development standards, allowed use regulations, and other special use regulations that, when applied to new construction and qualifying remodels/expansions (as identified in Section 17.63.020, Applicability), will ensure that the historic character is positively complemented.
2. The standards in this Chapter are presented in a format that is unique to the Downtown – through a Form Based Code. Form based zoning provides a method of regulating development to achieve a desired urban form. Form based provisions address the relationship between building facades and the public realm, the form and mass of buildings, and the size, character and type of streets and blocks. The central focus of form based provisions is the regulating plan that designates the appropriate form (and character) of development rather than only distinctions in land-use types, which is the basis of conventional zoning.
3. This DowntownCode also includes regulations for the street – the space between buildings. Part of the historical context of the Downtown includes how individual developments relate and interact with the street. This is because the street acts as a unifying thread across all development.

- B. **Relationship to Other Zoning Provisions.** Generally, the regulations of this Chapter shall govern development within the Downtown – specifically within the D-A and D-B Zoning Districts. In cases where there is a conflict between the provisions of this Chapter and the regulations elsewhere in the Zoning Code, this Chapter shall prevail.

However, with regard to topics that this Chapter is silent on, provisions elsewhere in the Zoning Code shall prevail.

C. **Administration of the DowntownCode.**

1. **Review of Development Applications.** Generally, review of development applications (e.g., Design Review, Use Permit, Variance) located within the Downtown (D-A, D-B) Zoning Districts is the responsibility of the Planning Commission. The designated approval authority for each planning permit is listed under the regulations for each permit type in the Zoning Code:
 - a. Use Permit – Chapter 17.60
 - b. Variances – Chapter 17.62
 - c. Design Review – Chapter 17.63
2. **Amendments to the DowntownCode.** Amendments to the DowntownCode shall be processed like any other Zoning Code Amendment as described under Chapter 17.64 (Zoning Amendments).
3. **Findings for Approval.** When approving an application for a development application and/or amendment to the DowntownCode, the designated approving authority shall, in addition to any other findings required by this Zoning Code, make the following findings:
 - a. Development Application – That the proposed development complies with the regulations of the DowntownCode, promotes the spirit of the Downtown by integrating into the fabric of its public and private built environment (the Downtown's DNA – what makes its unique character) and complementing the architectural quality of the Downtown.
 - b. Amendment to the DowntownCode – The proposed amendments to the DowntownCode are consistent with the intent of the DowntownCode by helping to preserve and protect the existing, historic, and unique character of the Downtown.

D. **How to Use the DowntownCode.** The DowntownCode regulates many aspects of development, but is structured to be as user-friendly as possible. The following outline is intended as an orientation that walks a user through the primary aspects of the Code.

1. **Determine the District and Street Typology governing the parcel with Section 17.41.040.** First, refer to the Regulating Plan in this chapter (see section 17.41.040.A) to determine which district the parcel falls under. The district is necessary for understanding the majority of the document; it determines applicable development standards and allowed uses. Next, use the Regulating Plan to determine which street typology applies to the parcel. Street typology standards dictate factors such as street widths, lane widths, and right of way dimensions. Most private development projects will not affect or need to consider street typology standards. These are primarily for the City to use when it makes larger-scale infrastructure improvements.
2. **Determine the Allowed Uses with Section 17.41.050.** The DowntownCode specifies which land uses are allowed, conditionally allowed, and prohibited for the two districts established for Downtown. Refer to Section 17.41.050 (Allowed

Uses) to see which uses are allowed for the parcel and to find definitions of land uses.

3. **Determine Basic Development Standards with Section 17.41.060.** For any development to take place on a parcel, it must be done in conformance with the regulations provided in the DowntownCode. The primary development standards for all development are provided in Section 17.41.060.B (Area-Wide Standards) and Section 17.41.060.C (Development Standards). Section 17.41.060.B (Area-Wide Standards) applies to all development, regardless of Zoning District. Section 17.41.060.C (Development Standards) provides standards by Zoning District, including building height and placement. These regulations essentially create a "building envelope" for each parcel based on its district, determining the space on the parcel in which development can take place. Section 17.41.060.D (Storefront Regulations) also provides storefront standards that provide further regulation on the dimensions of building frontage features; unlike the general development standards, these standards are only applicable to commercial uses with gallery, arcade, and storefront frontage types.
4. **Determine Form Based Requirements with Section 17.41.070.** The DowntownCode goes beyond the traditional zoning code; whereas traditional zoning codes simply regulate uses and dimensions, the DowntownCode actually regulates building form and style to work towards an enhanced character and appearance in Downtown. It does so by establishing allowed building styles and frontage types for each district. New development not only must comply with the standards established in Chapter 3, but also must comply with the form based requirements in Section 17.41.070 (Building and Frontage Types). Refer to Section 17.41.070 for descriptions of allowed building and frontage types for each district.
5. **Determine Sign and Parking Standards with Sections 17.41.080 and 17.41.090.** The DowntownCode provides regulations that govern allowed sign types and parking standards in the Downtown. Section 17.41.080 (Signs) establishes allowed sign types for each district in Downtown, design standards, and limitations for sign size and number based on the size of the building and type of sign. Section 17.41.090 (Parking) establishes allowed parking types and ratios by district and land use. Parking ratios are expressed as a ratio of parking spots to total square footage of the land use.
6. **Determine Additional Design Guidelines with Section 17.41.100.** To ensure that Downtown Holtville develops a high-quality aesthetic environment, the DowntownCode provides additional design considerations. Whereas Section 17.41.070 (Building and Frontage Types) provides form based guidelines for specific structures that are allowed by district, Section 17.41.100 (Architectural and Design Guidelines) provides broader design considerations for all projects in Downtown, regardless of the district they fall in. Unlike other standards provided in the DowntownCode, most of the design guidelines provided in Section 17.41.100 are *guidelines* (and not *requirements*) that provide ways to achieve attractive design. While these are only guidelines, the designated Approving Authority may still require them as conditions of project approval, so they should still be considered in all design and development. Section 17.41.100 provides general design guidelines for multiple aspects of design, including architectural styles, building massing, lighting, landscaping, colors and materials, and lighting.
7. **Determine Regulations Specific to Special Uses in Section 17.41.110.** There are additional uses that may occur in Downtown, that, due to their unique nature, are not adequately addressed elsewhere in the document. Regulations

governing these special uses are provided in Section 17.41.110 (Special Use Regulations). These special uses include live/work spaces, public art, and storefront vacancy. Regulations are specific to these uses, and not determined by district.

17.41.030 Definitions

- A. **General Definitions.** The following terms are used throughout the DowntownCode and are defined as follows:

Alley. Alleys are narrow public drives serving commercial and residential development. (See Section 17.41.040.A.3 for further discussion.)

Arcade Frontage. An Arcade frontage is nearly identical in character to the Gallery frontage except that the upper stories of the building may project over the public sidewalk and encroach into the public right-of-way. The sidewalk must be fully absorbed within the colonnade so that a pedestrian may not bypass it. (See section 17.41.070.E for further discussion.)

Awning. An awning is a temporary shelter that is supported from the exterior wall of a building. It is typically constructed of canvas or a similar fabric that is sturdy and flexible.

Building Type. Defines the type of structure based on massing, layout, and use. (See section 17.41.070.C for further discussion.)

Build-to Line (BTL). An urban setback dimension that delineates the maximum distance from the property line a front or street side building façade can be placed. Typically, build-to lines range from 0'-10'.

Bulkhead. The portion of a commercial façade located between the ground and the bottom of the street level display windows. It is typically constructed of stone, brick, or concrete.

Bulkhead Height. Refers to the height of the bulkhead (see "Bulkhead"). (See section 17.41.030.D for further discussion.)

Canopy. A canopy is a permanent shelter that is supported from the exterior wall of a building and another form of external support, such as columns. Canopies are often constructed of wood.

Colonnade. A colonnade is the extension of a building over a public sidewalk, supported by columns and creating a shaded overhang.

Cornice. The horizontal projection that crowns or finishes the top of a wall where it meets the edge of the roof; sometimes ornamented.

Courtyard Housing Building Type. A group of dwelling units arranged to share one or more common courtyards upon a qualifying lot in any zone. Dwellings take access from the street or the courtyard(s). Dwelling configuration occurs as townhouses, apartments, or apartments located over or under townhouses. The Courtyard is intended to be a semi-public space that is accessible to the general public but designed for use by residents. (See Section 17.41.070.C for further discussion.)

Display Window. Tall windows on the ground floor of a building that are designed to display goods or activities inside the building.

DNA. The DNA of an urban environment is composed of the public and private built environment – it is the identity of a place that makes it special and unique. Each environment has a unique DNA code, which is composed of its composite values and connections.

Dwelling Unit. Any room or group of connected rooms that have sleeping, cooking, eating, and bathroom facilities, and are intended for long term occupation.

Expression Line. An "expression line" is an architectural embellishment that delineates the end of the ground floor and the start of the second floor of a building. (See Section 17.41.030.D for further discussion).

Façade. The architecturally finished side of a building, typically facing onto a public right-of-way or street.

Form Based Code (FBC). A development code emphasizing the regulation of building form, scale, and orientation, rather than zoning and land use. This DowntownCode is a Form Based Code.

Frontage Line. A lot line fronting a street, public right-of-way, paseo, plaza, or park.

Frontage Type. Refers to the architectural composition of the front façade of a building; particularly concerning how it relates and ties into the surrounding public realm. (See Section 17.41.070.E for further discussion.)

Front Yard Housing Building Type. A detached building designed as a single-family residence, duplex, triplex, or quadplex. Front Yard Housing is accessed from the sidewalk adjacent to the street build-to line. (See Section 17.41.070.C for further discussion.)

Gallery Frontage. A Gallery frontage is characterized by a façade which is aligned close to or directly on the right-of-way line with the building entrance at sidewalk grade, and with an attached colonnade that projects over the public sidewalk and encroaches into the public right-of-way. The sidewalk must be fully absorbed within the colonnade so that a pedestrian may not bypass it. Nearly identical to the Arcade frontage, except the building is not allowed to encroach over the public right-of-way (See Section 17.41.070.E for further discussion.)

Groundfloor Height. Refers to the height of the front façade's first story as measured from the sidewalk level up to the bottom of the "expression line" (see "Expression Line"). (See Section 17.41.030.D for further discussion.)

Half Block Liner Building Type. An attached building with a frontage of approximately one-third to one-half the length of a Downtown block, and zero side yard setbacks. It is used for mixed-use, residential, and commercial development. (See Section 17.41.070.C for further discussion.)

Height. The vertical distance of a building measured between the point where the final grade intersects a building or its foundation to the highest point of the building directly above that point.

Infill Building Type. An attached building with a frontage that is less than one-third the length of a Downtown block. It is used for mixed-use, residential, and commercial development. (See Section 17.41.070.C for further discussion.)

Inset of Front Door from "Build-To Line". Refers to the distance from the front door of the building to the "build-to line" (see "Build-To Line"). (See Section 17.41.030.D for further discussion.)

Main Street. Main Street is the term applied to 5th Street, which is the historic commercial heart of Downtown Holtville and serves as the primary connecting route through town. It is primarily four lanes wide, but where it enters and exits town it narrows to 2 or 3 lanes. (See Section 17.41.040.A for further discussion.)

Maximum Awning Extension from Building. Refers to the maximum distance allowed between the building and the end of a fully extended awning (see "Awning") or canopy (see "Canopy"). (See Section 17.41.030.D for further discussion.)

Neighborhood Yard Frontage. A Neighborhood Yard frontage is characterized by deep front yard setbacks. The building façade is set back substantially from the front property line. The resulting front yard is unfenced and is visually continuous with adjacent yards, supporting a common landscape. (See Section 17.41.070.E for further discussion.)

Parking Type. Refers to the type of parking allowed for motorized vehicles including automobiles, trucks, and motorcycles. (See Section 17.41.090 for further discussion.)

Paseo. Paseos are local and private pathways serving as alternative pedestrian and bicycle routes that do not accommodate vehicles. These paths are oriented towards the pedestrian, and provide spaces that engage users with their surroundings. Landscaping, street furniture, and pedestrian-scaled features make these engaging routes of travel while offering safe routes separated from vehicular uses.. (See Section 17.41.040.A for further discussion.)

Regulating Plan. A Regulating Plan designates building form and streetscape standards based on location, street hierarchy, and character. More specifically, it addresses how development interacts with the street and how the street is developed, and it defines the development standards (through setbacks, building typology, and street standards). (See Section 17.41.040 for further discussion.)

Secondary Street. The two-lane secondary streets of Downtown Holtville display a mix of local retail, light industrial, and residential development. In contrast to other streets, they are characterized by narrower sidewalks and street widths, and an abundance of street trees and landscaping. (See Section 17.41.040.A for further discussion.)

Setback. The required distance between a property line and a building or ancillary structure.

Storefront Frontage. A Storefront frontage is characterized by a façade which is aligned close to or directly on the right-of-way line with the building entrance at sidewalk grade. Storefront frontage has substantial window space on the ground floor. Storefront frontages provide awnings or canopies cantilevered over the sidewalk. (See Section 17.41.070.E for further discussion.)

Storefront Width. Refers to the front façade width as measured from one corner of the front façade to the other. (See Section 17.41.030.D for further discussion.)

Street Typology. Classifies street, sidewalk, and related standards based on the primary use of the street. (See Section 17.41.040.B for further discussion.)

Surface Parking – Behind Building. Ground level public or private parking lot located in the rear yard setback behind a building. If possible, access to the parking should be taken from an alley. (See Section 17.41.090 for further discussion.)

Surface Parking – Next to Building. Ground level public or private parking lot located in the side yard setback next to a building. If possible, access to the parking should be taken from an alley. (See Section 17.41.090 for further discussion.)

Transom. A horizontal band of glass that is mounted above the storefront display windows.

Upper Façade. Refers to the façade of the upper stories of a building, including the windows, window hoods/lentils, and masonry pier.

Window Hoods/Lentils. Ornamentation above a window that surrounds the upper termination of the window, such as a type of hood or pediment.

- B. **Allowed Use Definitions.** The following terms are used throughout the DowntownCode and are defined as follows:

Attached Single-Family Residential. A building designed exclusively for occupancy by one family on a single lot that has zero side yard setbacks, and shares a wall with the adjacent building(s) (e.g., townhouse).

Commercial Recreation and Entertainment. Establishments providing indoor or outdoor recreation and entertainment services including: bars, movie theaters, dance halls, electronic game arcades, bowling alleys, billiard parlors, ice/rolling skating rinks, health clubs, skateboard parks).

Detached Single-Family Residential. A building designed exclusively for occupancy by one family on a single lot. This classification includes manufactured homes (defined in California Health and Safety Code Section 18007).

Government/Institutional. This use includes government agency and service facilities (e.g. post office, civic center, police department, fire department), as well as public educational facilities, and publicly owned parkland.

Home Occupation. An occupation or business that is conducted within a dwelling unit or residential site and employing occupants of the dwelling, with the business activity being subordinate to the residential use of the property. Examples include, but are not limited to, accountants and financial advisors, architects, artists, attorneys, and real estate sales.

Hotels and Motels. Facility with guest rooms or suites provided with or without kitchen facilities, and rented to the general public for transient lodging (less than 30 days). Hotels provide access to most guest rooms from an interior walkway, and typically include a

variety of services in addition to lodging; for example, restaurants, meeting facilities, personal services, etc. Motels provide access to most guest rooms from an exterior walkway. Also includes accessory guest facilities such as swimming pools, tennis courts, indoor athletic facilities, accessory retail uses, etc.

Live/work Unit. An integrated housing unit and working space, occupied and utilized by a single household in a structure, either single family or multi-family, that has been designed or structurally modified to accommodate joint residential occupancy and work activity, and which includes:

1. Complete kitchen space and sanitary facilities in compliance with the City building code; and
2. Working space reserved for and regularly used by one or more occupants of the unit.
3. The difference between "work" component of a live/work unit is secondary to its residential use, and may include only commercial activities and pursuits that are compatible with the character of a quiet residential environment

Mixed-Use Facilities. Mixed-Use facilities are characterized by commercial retail use on the ground floor, and office, hotel, or residential uses on the upper floors.

Multi-Family Residential. A building designed and intended for occupancy by two or more families living independent of each other, each in a separate dwelling unit, which may be owned individually or by a single landlord (e.g., duplex, triplex, quadplex, apartment, apartment house, condominium).

Offices. This use includes businesses providing direct services to consumers (e.g. insurance companies, utility companies), professional offices (e.g. accounting, attorneys, doctors, dentists, employment, public relations), personal services (e.g. barber and beauty shops, shoe repair, tailors), and offices engaged in the production of intellectual property (e.g. advertising, architectural, computer programming, photography studios). Also include banks and other financial institutions.

Retail Commercial. Stores and shops selling multiple lines of merchandise. These stores and lines of merchandise include but are not limited to art galleries, bakeries (all production in support of on-site, sales), clothing and accessories, collectibles, department stores, drug stores, dry goods, fabrics and sewing supplies, florists and houseplant stores, furniture, home furnishings and equipment, general stores, gift shops, hardware, hobby materials, musical instruments, parts and accessories, newsstands, pet supplies, specialty shops, day spas, sporting goods and equipment, and stationary stores.

Sit-Down Restaurants. A retail business selling food and beverages prepared and/or served on the site, for on-premise consumption where most customers are served food at tables, but may include providing food for take-out. Also includes coffee houses, and accessory cafeterias as part of office and industrial uses. Alcohol sales are allowed for on-site consumption only.

Warehousing, Manufacturing, Wholesaling and Distribution. Facilities dedicated to the manufacturing, processing, and assembling of materials; the storage of commercial goods of any nature, including cold storage; and those engaged in the selling of merchandise to retailers, to industrial, commercial, institutional, farm, or professional

business users, or to other wholesalers, or acting as agents or brokers in buying merchandise for selling merchandise to such companies.

- C. **Definitions of Sign Types.** The following are types of signs referred to within this Chapter.

A-Frame Sidewalk Sign. A sign made of wood, cardboard, plastic, or other lightweight and rigid material having the capability to stand on its own support(s) and being portable and movable.

Awning/Canopy Sign. A sign that is part of or attached to an awning, canopy, or other material, or structural protective cover over a door, entrance, window, or outdoor service area. For the purposes of the DowntownCode, awning signs shall be regulated as a type of wall sign.

Projecting Sign. A sign that projects perpendicular from a structure or is hung beneath a canopy.

Directory Sign. A pedestrian-oriented sign that identifies or lists the names and locations of tenants at a multi-tenant site.

Monument Sign. A sign constructed upon a solid-appearing base or pedestal (typically stone, brick, or concrete), the total width of which is at least 50 percent of the overall height of the sign.

Temporary Sign. A sign not constructed or intended for long-term use. Typically, temporary signs are not physically suitable for display longer than 30 days. If a sign does not qualify as a "structure" under the Building Code, it is presumable a temporary sign, but subject to the interpretation of the City Planner.

Wall Sign. A sign attached directly to an exterior wall of a building or dependent upon a building for support with the exposed face of the sign located in such a way as to be substantially parallel to such exterior building wall to which it is attached or supported by. For the purposes of the DowntownCode, awning signs and window signs shall be regulated as types of wall signs.

Window Sign. A sign attached to, suspended behind, placed, or painted upon the window or glass door of a building and is intended for viewing from the exterior of such building. This definition does not include merchandise offered for sale on-site, when on display in a window. For the purposes of the DowntownCode, window signs shall be regulated as a type of wall sign.

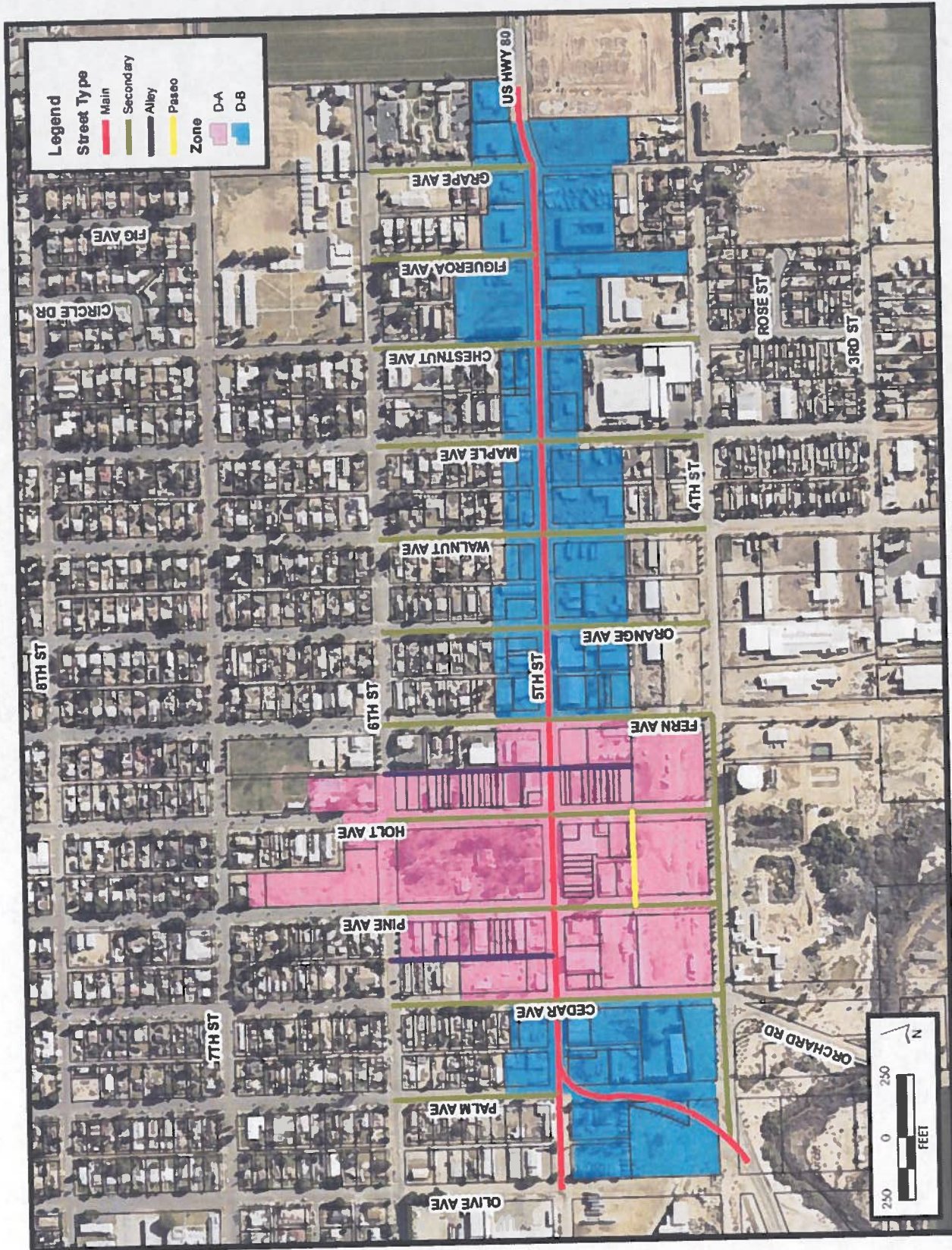
17.41.040 Regulating Plan and Street Typologies and Standards

- A. **Establishment of the Regulating Plan and Street Hierarchy and Character.** In addition to the application of the Downtown (D-A or D-B) Zoning Districts, development within the Downtown is also governed by the Regulating Plan. The Regulating Plan "codes" development based upon the street it is located along. This plan is based on the following street hierarchy and character, and as illustrated on the Regulating Plan (see Figure 17.41.040-1 (The Regulating Plan)):

1. **Main Street.** Main Street/5th Street is the historic commercial heart of Downtown Holtville. It serves as a central spine, containing the majority of the City's major uses and acting as the primary route within town and through town. This area benefits from the presence of retail businesses, restaurants, and other community-serving businesses.

2. **Secondary Streets.** The secondary streets of Downtown Holtville display a mix of local retail uses. They have a more intimate nature, as is reflected in the narrower sidewalks and streets, and abundance of street trees and landscaping. They are primarily oriented around Holt Park.
3. **Alleys.** Alleys bisect Downtown Holtville and provide supplementary forms of access and lively forms of public space, with a confluence of commercial, office, and complementary residential uses. They provide alternative routes between uses, but also provide supplemental service space.
4. **Paseos.** Paseos are local and private pathways serving as alternative pedestrian and bicycle routes that do not accommodate vehicles. These paths are oriented towards the pedestrian, and provide spaces that engage users with their surroundings. Landscaping, street furniture, and pedestrian-scaled features make these engaging routes of travel while offering safe routes separated from vehicular uses.

Figure 17.41.040-1: The Regulating Plan



- B. **Street Typologies and Standards.** The purpose of this section is to provide roadway standards that will facilitate the creation of streets that are inviting, multimodal public places for vehicular traffic, bicyclists, and pedestrians. These streetscape typologies and standards are unique to Chapter 17.41 and are intended to implement the vision by acting as building blocks for the distinct components and unique street types that compose Downtown.
1. **Street Typologies.** The Streetscape Typologies allowed in zones D-A and D-B are listed below:
- a. **Main Street.** The "Main Street" of Holtville is 5th Street. It runs in an east-west direction through the City and serves as the primary arterial and commercial corridor of the community. It also functions as a State highway route. As such, special design considerations and approvals will be necessary for development along the street. Characteristics of Main Street include:
 - i. Street trees should frequently interrupt the parking lanes to soften visual impact of the parked vehicles and to help cool the air heated by the pavement.
 - ii. Parallel parking and wide sidewalks should create a safe, inviting environment for both pedestrians and motorists.
 - iii. Primary intersections should provide pedestrians with safe passage. Features may include pedestrian bulbouts, differentiated accent paving within the intersection, and in-street crossing lights (if there is no crosswalk signal).
 - iv. Turning movements typically occur from within the main travel lanes; however, short (one to two car-lengths) turn pockets may be provided at some intersections in lieu of parking on one side of the street.
 - v. Because 5th Street is an arterial roadway, it provides unique opportunities for gateway monumentation, as expressed in the Vision Plan, at the entrances to the Downtown area.
 - b. **Secondary Streets.** Secondary streets in Downtown Holtville are all other neighborhood streets in Downtown other than 5th Street, such as Holt Street. These neighborhood streets are home to community-serving retail stores. These streets have a more intimate nature than other areas. Characteristics of Secondary Streets include the following:
 - i. Landscaping and larger street trees should frequently interrupt the parking lanes to soften the visual impact of the parked vehicles and to help cool the air heated by the pavement.
 - ii. Parallel or diagonal parking should be used for convenient store access and to slow traffic. Wide storefront sidewalks should create a walkable, pedestrian-oriented atmosphere.
 - c. **Alleys.** Alleys are narrow public drives primarily serving commercial development. Alleys provide the primary service access and loading areas for businesses. Additional characteristics of Alleys include the following:

- i. Customer entrances may also be located off of alleys. In addition, if it does not obstruct the flow of vehicular and pedestrian traffic, portions of the alley may be used for outdoor retail space, patios, art gardens, and related uses.
 - ii. Alley street lighting and landscaping should be designed at a pedestrian scale with an emphasis on creating a safe and secure environment. Additionally, landscaping shall not impede automobile or pedestrian visibility within or immediately adjacent to an alley.
 - iii. For complementary residential development that is adjacent to the primary commercial uses located off of alleys, parking should be accessed via alleys.
 - d. **Paseos.** Paseos are local and private pathways serving pedestrians and bicyclists only, and may also provide limited service access during specified periods of the day. Characteristics of Paseos include the following:
 - i. If it does not obstruct the flow of pedestrian traffic, portions of the paseo may be used for outdoor dining, retail space, patios, art gardens, and related uses.
 - ii. Paseo street lighting and landscaping should be designed at a pedestrian scale. Larger canopy trees should be used where possible for shade.
2. **Street Typology Standards.** Table 17.41.010-1 (Street Typology Standards) displays standards for each Street Typology.

Table 17.41.040-1: Street Typology Standards

	Main Street	Secondary Streets	Alleys	Paseos
Throughfare Type	Avenue	Local	Alley	Pathway
Right-of-Way Width:			15'-20'	10'-20'
Through Traffic Lanes	4 Lanes	2 Lanes	1 Lane	Emergency Only
Parking Lanes	7'-9' wide., Parallel, Two Sides ²	7'-9' wide, Parallel, or 19'-20' wide, Diagonal, One or Two Sides	N/A	N/A
Pedestrian and Landscape Area	10'-14' ¹	8'-12' ¹	N/A	N/A
Curb Radius	25'	25'	25'	25'
Bike Facilities	Class II On-street, stripped	Class III, On street, not stripped	N/A	Designated Bicycle Lane(s), where adequate width exists

Notes:

1. Main Street varies in width. Refer to the street cross sections for the appropriate road width and through traffic lane standards.
2. On-street parking is only permitted along that section of 5th Street between Pine and Holt Avenues.

3. **Street Typology Cross Sections.** Figures 17.41.040-2 through 17.41.040-5 depict the street standards for each Street Typology.

Figure 17.41.040-2: Main Street

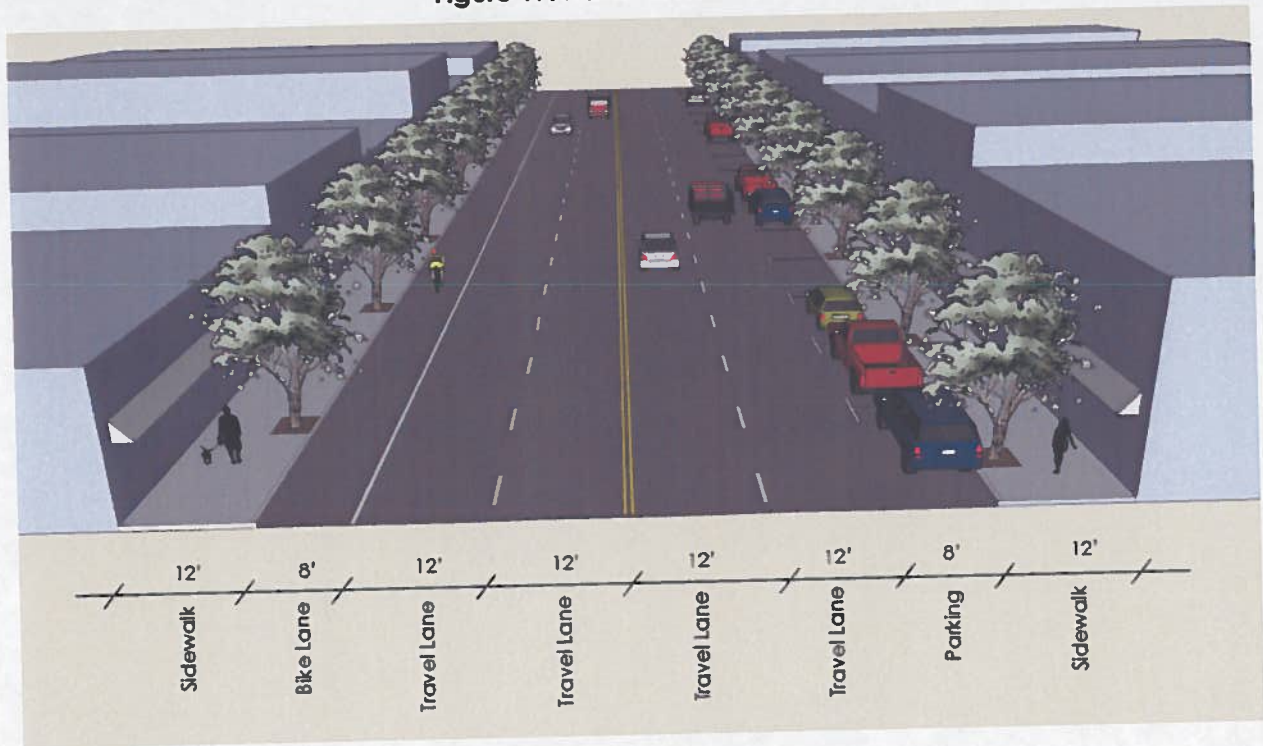


Figure 17.41.040-3: Secondary Street

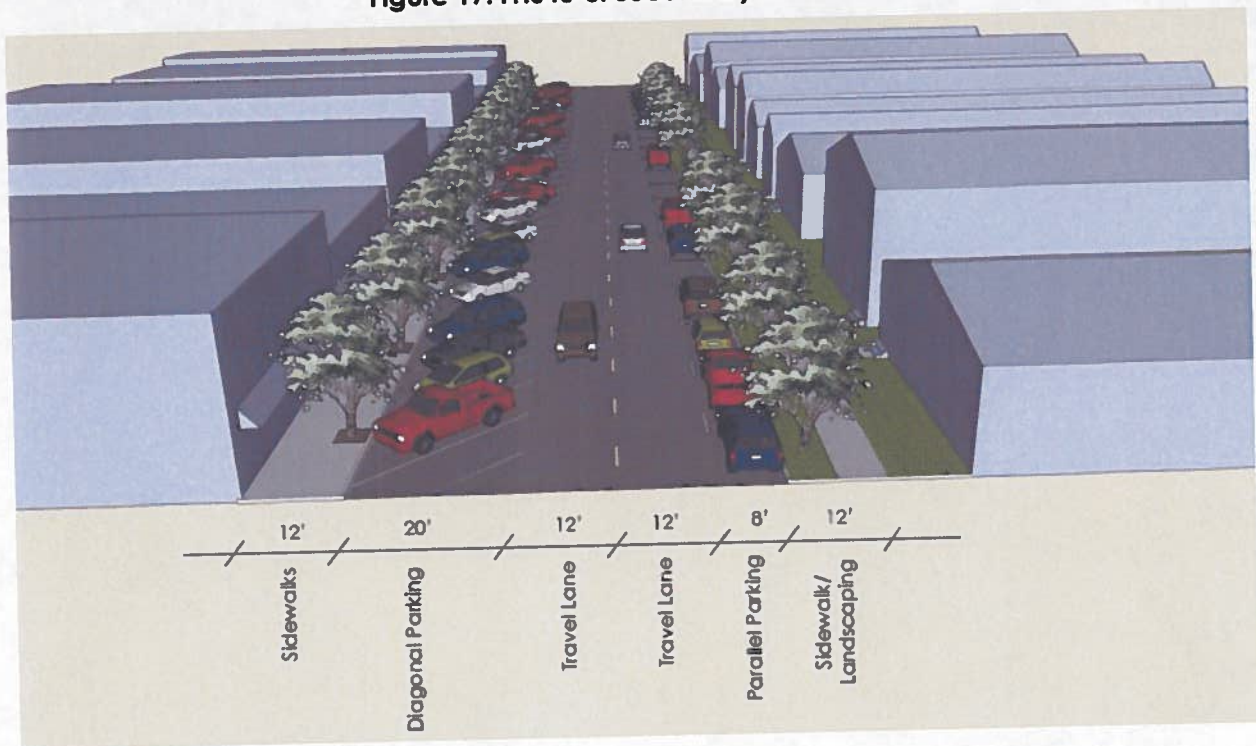


Figure 17.41.040-4: Alley

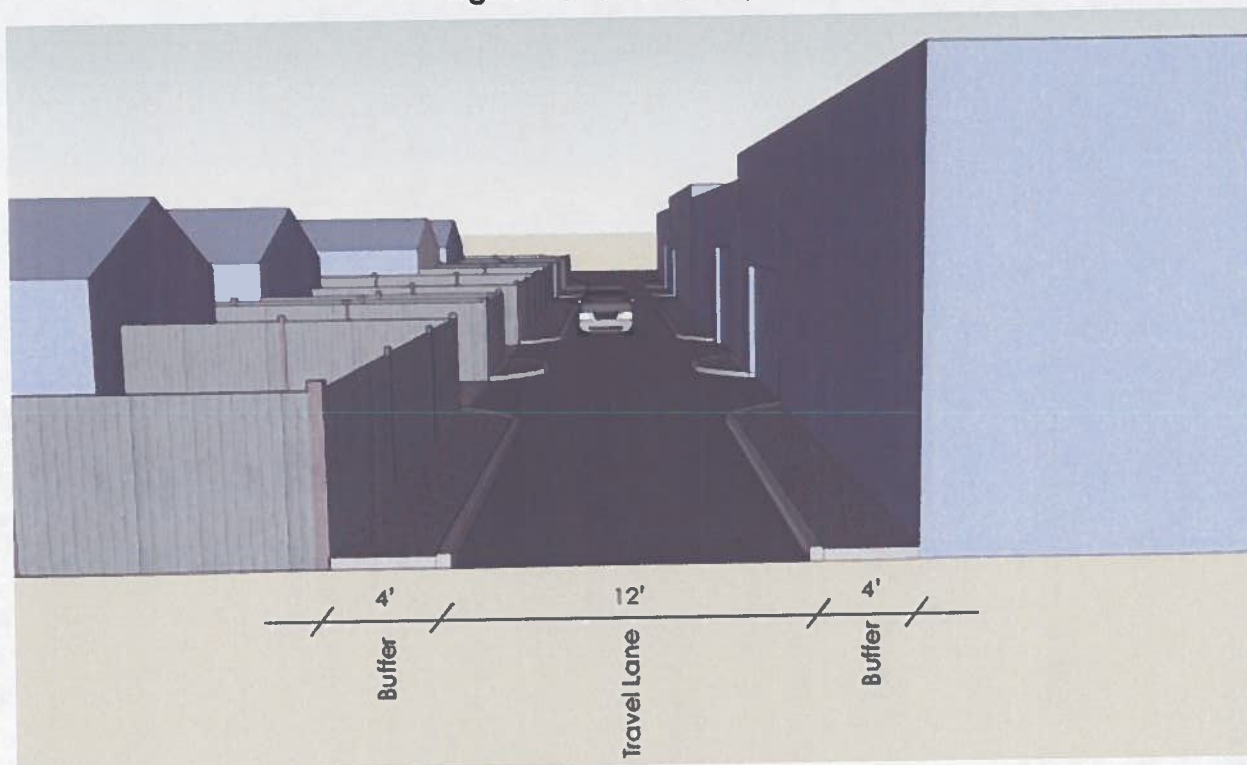
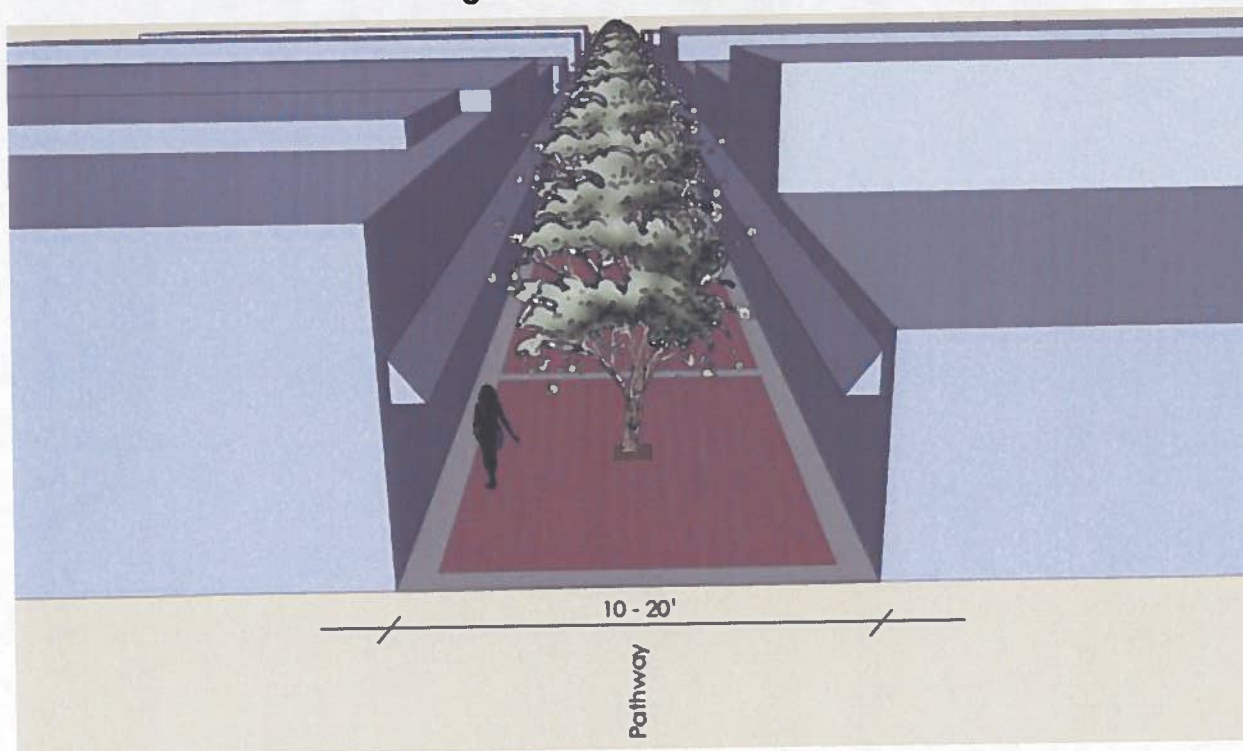


Figure 17.41.040-5: Paseo



17.41.050 Allowed Uses

- A. **District Descriptions.** The DowntownCode establishes two districts that will regulate development and drive design standards for Downtown Holtville, the D-A and D-B district. These districts are described below.

1. **D-A District.** This district is the core Downtown district. It offers a variety of mixed commercial, retail, and residential uses, oriented around the heart of Downtown: Holt Park. This central node offers more potential for unique, boutique storefronts and destination shopping. Oriented around the park, uses are easily accessed through pedestrian travel.
2. **D-B District.** This district applies to areas of the Downtown/Central Business District not within the D-A district. While also offering a variety of mixed commercial, retail, and residential uses, it offers more opportunity for redevelopment and infill residential development. This district can accommodate larger building footprints. The area is characterized by a predominance of commercial and retail uses, with complimentary light industrial use, mixed-use, and residential units.

- B. **Allowed Uses.** Table 17.41.050-1 (Allowed Uses) identifies the allowed uses within the Downtown. These allowed use regulations are listed by Zoning District (D-A or D-B). The uses listed are defined in Section 17.41.030.B (Allowed Use Definitions). The symbols in the table are defined as:

P – Permitted Use (Permitted by Right)

C – Conditionally Permitted Use (Conditional Use Permit Required)

N – Not Permitted

Uses not listed as allowed are by default prohibited.

Table 17.41.050-1: Allowed Uses

Uses	D-A Zone	D-B Zone
Attached Single-Family Residential	N	C
Commercial Recreation and Entertainment	P ¹	P ¹
Detached Single-Family Residential	N	C
Government/Institutional	P	P
Home Occupation	N	P
Hotel/Motel	P	P
Live/Work Space	P	P
Mixed-Use	P	P
Multi-Family Residential	C	C
Offices	P	P
Retail Commercial	P ¹	P ¹
Sit-Down Restaurants	P	P
Warehousing, Manufacturing, Wholesaling and Distribution	N	C

Notes:

1. Alcohol sales permitted on premises.

17.41.060 Development Standards

- A. **Mandatory Conformance.** Standards listed in this Chapter are mandatory requirements that must be satisfied for all new projects and modifications to existing development. Projects shall be reviewed for conformance with these provisions as part of Design Review. For "qualifying modifications" to existing development that only require issuance of a Building Permit and do not require Design Review approval, conformance with these standards shall be reviewed as part of Plan Check during Building Permit review. "Qualifying modifications" are all modifications to a structure such as repair, restoration, or reconstruction of a structure where such work, as determined by the City Planner, maintains the outer dimensions and surface relationships of the existing structure (e.g., repainting, replacement of windows or doors with matching size and style, repair of exterior materials such as stucco and wood).
- B. **Area-Wide Standards**
1. **Area-Wide Height Requirements and Exceptions.** Refer to section 17.41.060.C (Development Standards) below for district height requirements. The Planning Commission may approve architectural features such as tower elements, elevator service shafts, and roof access stairwells that extend above the height limit through Design Review. Telecommunications antennas and service structures located on rooftops may also exceed the maximum building height but shall be hidden to the maximum extent possible using appropriate screening and "stealth" technologies. As part of Design Review, the Planning Commission may approve buildings that exceed the maximum height adopted in the D-A or D-B zones.
 2. **Area-Wide Maximum Allowable Residential Development.** The maximum allowable residential development in Downtown Holtville is 20 dwelling units per acre as determined by the General Plan Land Use Plan Map.
 3. **Area-Wide Maximum Allowable Commercial Development.** The maximum allowable commercial development in Downtown Holtville is a floor area ratio of 1.0:1 as determined by the General Plan Land Use Plan.
 4. **Area-Wide Parking Standards.** In an effort to attract retail development to Downtown Holtville, parking requirements have been reduced. Please see Code section 17.41.090 for district parking requirements.
- C. **Development Standards.** The development standards are intended to preserve the compact, walkable, historic downtown core while stimulating economic development in the commercial heart of the City. They also serve to enhance social interactions while providing appropriate levels of privacy in residential areas. Used properly, they will rejuvenate the City by creating more visual interest and architectural consistency, facilitating development that relates to the pedestrian and site user, and enhancing the character of Downtown. The development standards for the D-A and D-B district are provided below in Table 17.41.060-1 (Development Standards) and displayed in Figure 17.41.060-1 (Building Placement).

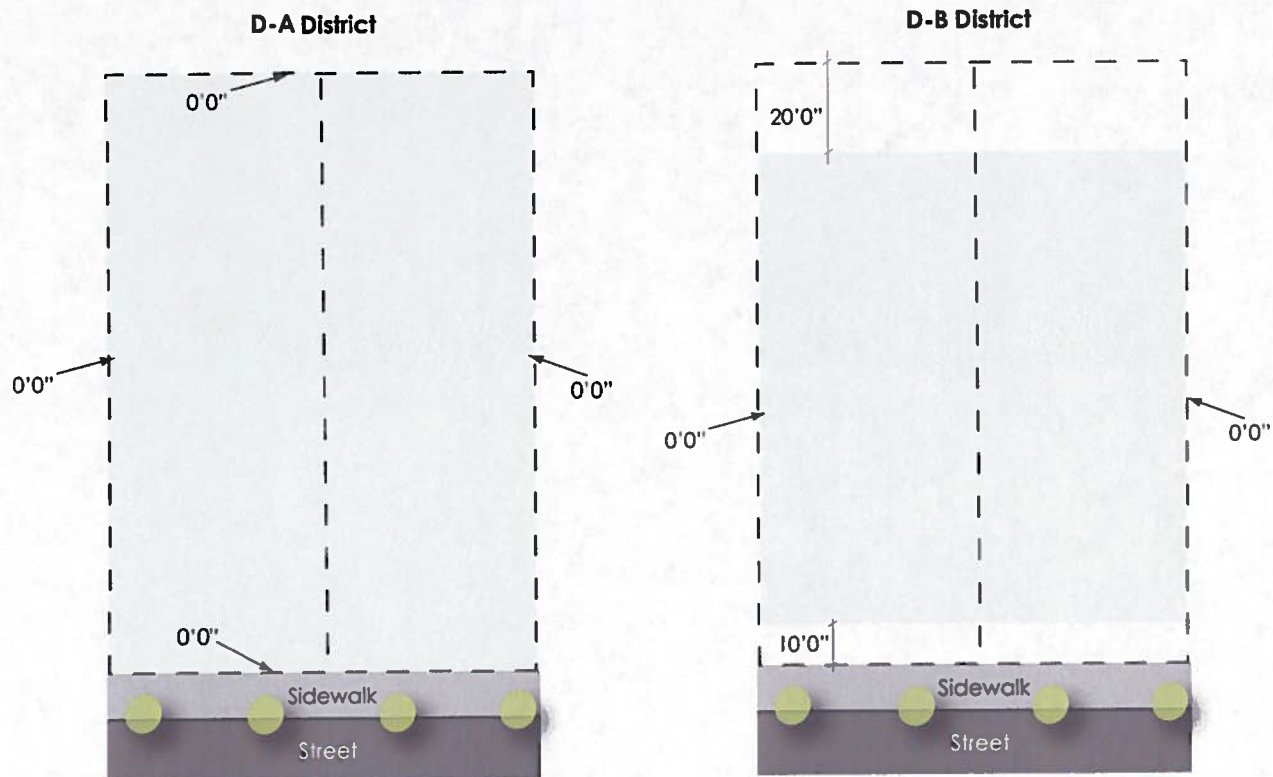
Table 17.41.060-1: Development Standards

Development Standard		D-A Zone	D-B Zone
Maximum Building Height		35'	45'
Building Placement	"Build-To" Front Line Maximum ¹	0'	10' ^{2,3}
	Minimum Side Yard	0'	0'
	Minimum Rear Yard	0'	20'

Notes:

1. "Build-To" lines are defined as the edge where the public right-of-way ends and the private property boundary begins.
2. Through Design Review, larger sites may provide additional buildings with larger setbacks from the public right-of-way than otherwise permitted by the "Build-To" Line standard, provided that a minimum of 30 percent of the total site frontage is developed with one or more buildings that are developed consistent with this provision.
3. Residential buildings may be constructed with a "Build-To" Line between 10' and 30' provided) all residential buildings are sited in a manner consistent with the setbacks of adjacent properties. The appropriate setback shall be determined through Design Review to achieve a balance between the existing character of neighborhoods and the desired level of change. Residential uses include Attached Single-Family, Detached Single-Family, and Multi-Family Residential uses. For all other uses, the 10' "Build-To" Front Line maximum applies. For single family homes, which are exempt from Design Review, the "Build-To" Line determination shall be made as part of Plan Check.

Figure 17.41.060-1: Building Placement



- D. **Storefront Regulations.** The following storefront standards are intended to provide continuity of building form at street level in Downtown Holtville. Additionally, standards are meant to enhance the relationship between buildings and the sidewalk, subsequently encouraging more pedestrian activity.
1. **Applicability.** Storefront design standards are only applicable to commercial uses with the gallery, arcade, and storefront frontage types. Descriptions of these frontage types can be found in Section 17.41.070.E (Frontage Type Descriptions).
 2. **Standards.** Table 17.41.060-2 (Storefront Design Standards) lists the storefront design standards. "Tags" refer to those elements labeled in Figure 17.41.060-2 (Storefront Design Standards) and described below in Section 17.24.060.D.3 (Storefront Design Standard Definitions).

Table 17.41.060-2: Storefront Design Standards

Storefront Standards	D-A	D-B
Storefront Width <i>See tag "a" in Figure 2.060-1</i>	15'-45'	15'-60'
Ground Floor Height <i>See tag "b" in Figure 2.060-1</i>	10'-20'	10'-20'
Bulkhead Height <i>See tag "c" in Figure 2.060-1</i>	1'-3'	0'-4'
Inset of Front Door from "Build-To" Line <i>See tag "d" in Figure 2.060-1</i>	2'-6'	3'-8.5'
Maximum Awning Extension from Building <i>See tag "e" in Figure 2.060-1</i>	6'	6'

3. Storefront Design Standards Definitions.

Bulkhead. The portion of the commercial façade located between the ground and the bottom of the street level display windows. It is typically constructed of stone, brick, or concrete.

Bulkhead Height. Refers to the height of the bulkhead which is the portion of a commercial façade located between the ground and the bottom of the street level display windows. It is typically constructed of stone, brick, or concrete.

Cornice. The horizontal projection that crowns or finishes the top of a wall where it meets the edge of the roof; sometimes ornamented.

Display Window. Tall windows on the ground floor of a building that are designed to display goods or activities inside the building.

Expression Line. An "expression line" is an architectural embellishment that delineates the end of the ground floor and the start of the second floor of a building.

Groundfloor Height. Refers to the height of the front façade's first story as measured from the sidewalk level to the top of the "expression line". An "expression line" is an architectural embellishment that delineates the end of the ground floor and the start of the second floor of a building.

Inset of Front Door from "Build-To Line". Refers to the distance from the front door of the building to the "build-to line". A "build-to line" is an urban setback dimension that

delineates the maximum distance from the property line a front building façade can be placed. Typically, build-to lines range from 0'-10'. See Table 17.41.060-1 (Development Standards) for build-to line regulations in Downtown Holtville.

Maximum Awning Extension from Building. Refers to the maximum distance allowed between the building and the end of a fully extended awning. An awning is a temporary shelter that is supported from the exterior wall of a building. It is typically constructed of canvas or a similar fabric that is sturdy and flexible.

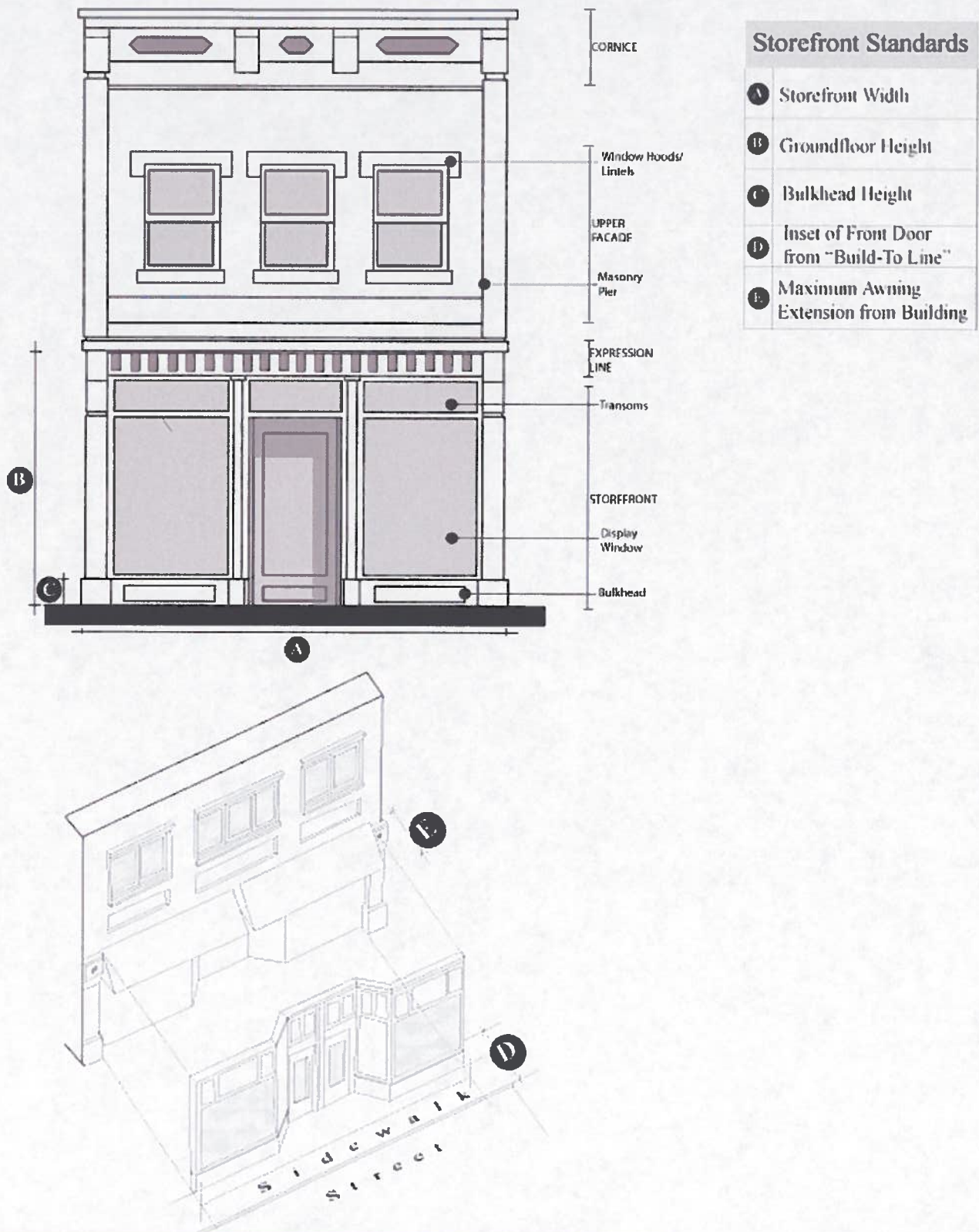
Storefront Width. Refers to the front façade width as measured from one corner of the front façade to the other.

Transom. A horizontal band of glass that is mounted above the storefront display windows.

Upper Façade. Refers to the façade of the upper stories of a building, including the windows, window hoods/lentils, and masonry pier.

Window Hoods/Lentils. Ornamentation above a window that surrounds the upper termination of the window, such as a type of hood or pediment.

Figure 17.41.060-2: Storefront Design Standards

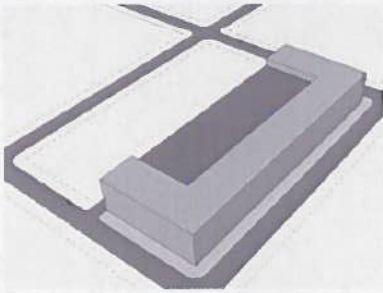


17.41.070 Building and Frontage Types

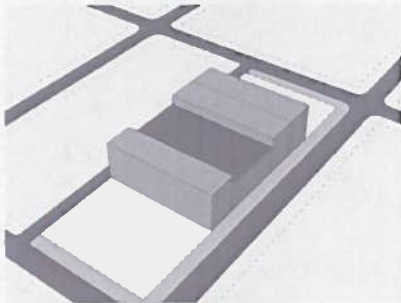
- A. **Overview.** This Section provides general development standards for maintaining and enhancing the character of Downtown Holtville, including building height, setbacks, and storefront standards. This section further guides development in Downtown Holtville through a form based approach by providing building and frontage typologies for all development in Downtown Holtville. All new development must comply with these form based types. Section 17.41.060 (Development Standards) provides the detailed schematics and dimensions for development standards of Downtown Holtville, while Section 17.41.070 establishes "building block" typologies that best display the desired building character for Downtown Holtville. Building types refer to the building massing, layout, and use. Frontage types refer to the architectural style of the front façade of a building (the part of the building that faces the street). Together, these two typologies shape building character and the building's relation to semi-public spaces, areas accessible to the general public but designed for use by residents.
- B. **Allowed Building Types.** The following building types are intended to provide a variety of flexible building styles appropriate for the small town character of Holtville that can be used to guide future development. These provisions work in coordination with the underlying district and other development standards. Allowed building types in the different districts are listed in Table 17.41.070-1 (Allowed Building Types) and defined below. Building types are organized by intensity from most (Half-Block Liner) to least (Front Yard Housing) intense. An "X" means that the building type is allowed; a blank cell means that the building type is not allowed.

Table 17.41.070-1: Allowed Building Types

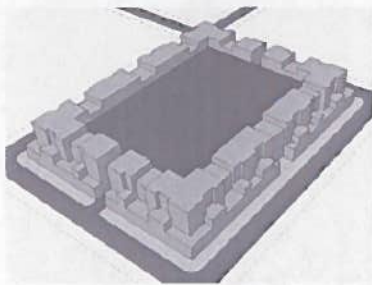
	D-A Zone	D-B Zone
Half-Block Liner	X	X
Infill	X	X
Terraced	X	X
Multi-Family Faux House		X
Duplex, Triplex, and Quadplex		X
Side Yard Housing		X
Side Yard House		X
Courtyard Housing		X
Front Yard Housing		X

C. Building Type Descriptions.

Half-Block Liner. An attached building with a frontage of approximately one-third to one-half the length of a Downtown block, and zero side yard setbacks. It is used for mixed-use, residential, commercial development, and light industrial or warehouse land uses.



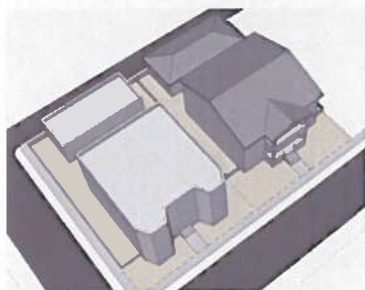
Infill. An attached building with a frontage that is less than one-third the length of a Downtown block, and zero side yard setbacks. It is used for mixed-use, residential, and commercial development.



Terraced. A mixed-use, residential, or commercial building characterized by individual units that are accessed via multi-leveled outdoor terraces. The terraces are intended to be semi-public spaces that are extensions of the public realm.



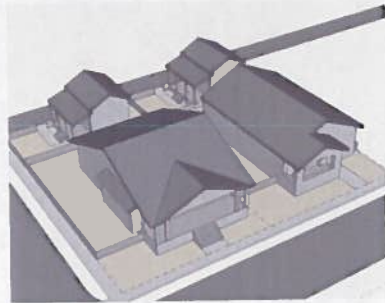
Multi-Family Faux House. A multi-family faux house building type is a detached building that has a street appearance of a large house which contains more than four dwellings. Each dwelling is individually accessed from a central lobby, which in turn is accessed directly from the street.



Du/Tri/Quadplex. A du/tri/quadplex is a building type that contains two, three, or four dwelling units. Each unit is individually accessed directly from the street.



Side Yard Housing. A building or group of buildings containing dwelling units arranged on a lot in a row with the first unit facing the street. The primary entrance to each unit is from the side yard or, in the case of units facing the street, the front yard.



Side Yard House. A detached building designed as a single dwelling unit. A Side Yard House is flanked by a side yard accessed via a walkway to the yard area.



Courtyard Housing. A group of dwelling units arranged to share one or more common courtyards upon a qualifying lot in any zone. Dwellings take access from the street or the courtyard(s). Dwelling configuration occurs as townhouses, apartments, or apartments located over or under townhouses. The Courtyard is intended to be a semi-public space that is an extension of the public realm.



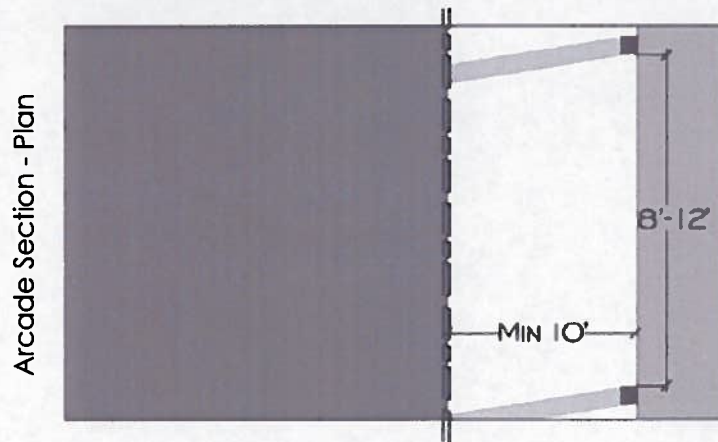
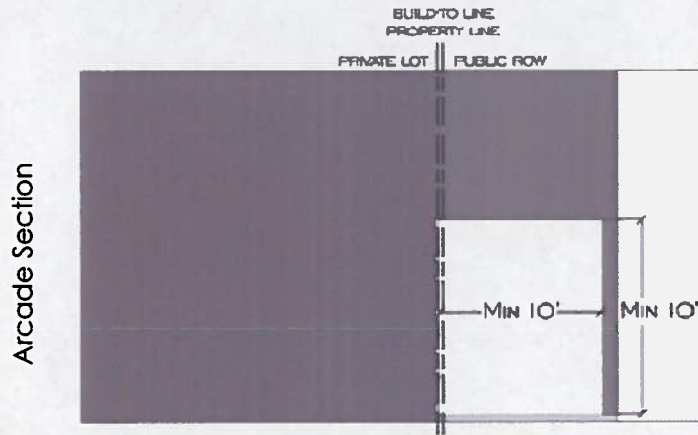
Front Yard Housing. A detached building designed as a single-family residence, duplex, triplex, or quadplex. Front Yard Housing is accessed from the sidewalk adjacent to the street build-to line.

- D. **Allowed Frontage Types.** Frontage type refers to the architectural composition of the front façade of a building; particularly, the frontage type concerns how the building relates to surrounding semi-public spaces, areas accessible to the general public but designed for use by residents. The Downtown Holtville frontage types are intended to enhance social interactions in the historic downtown retail core while simultaneously providing appropriate levels of privacy in residential areas. Allowed frontage types in the different districts are listed in Table 17.41.070-2 (Allowed Frontage Types) and defined below. Frontage types are organized by intensity, from most (Arcade) to least (Door Yard) intense. An "X" means that the frontage type is allowed; a blank cell means that the frontage type is not allowed.

Table 17.41.070-2: Allowed Frontage Types

Allowed Frontage Types	D-A Zone	D-B Zone
Arcade	X	X
Gallery	X	X
Storefront	X	X
Neighborhood Yard		X

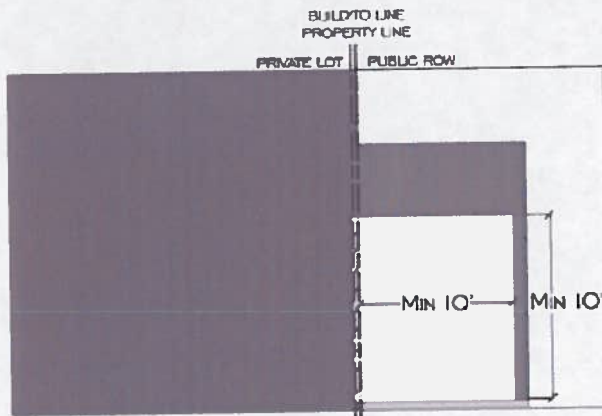
E. Frontage Type Descriptions



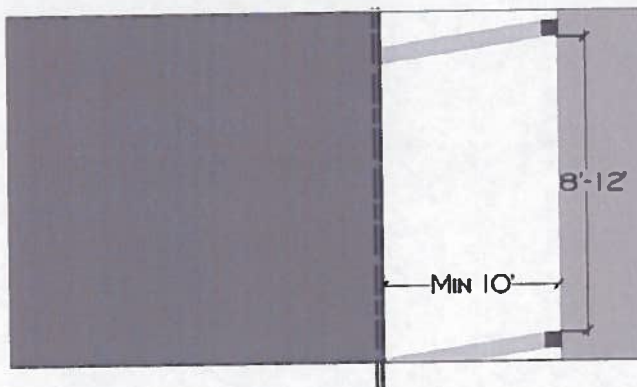
Arcade. An Arcade frontage is characterized by a façade which is aligned close to or directly on the right-of-way line with the building entrance at the sidewalk grade, and with an attached colonnade that projects over the public sidewalk and encroaches into the public right-of-way. The upper stories of the building may also project over the public sidewalk and encroach into the public right-of-way. The sidewalk must be fully absorbed within the colonnade so that a pedestrian may not bypass it. This frontage is typically appropriate for retail use. An encroachment permit is needed to construct this frontage type, but can be approved as part of Design Review. An encroachment permit must be obtained from Caltrans through a separate process.

Arcade Frontage Dimensions	
Characteristic	Feet
Depth (minimum, from build-to line to inside column face)	10
Height (minimum clear)	10
Percentage of Building Front	75 – 100%

Gallery Section



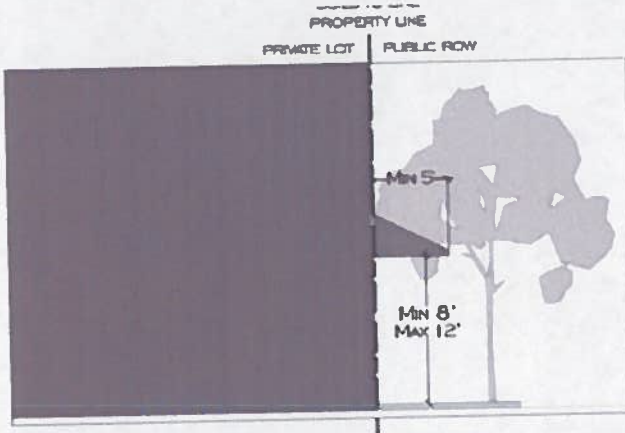
Gallery Section – Plan



Gallery. A Gallery frontage is characterized by a façade which is aligned close to or directly on the right-of-way line with the building entrance at the sidewalk grade, and with an attached colonnade that projects over the public sidewalk and encroaches into the public right-of-way. The sidewalk must be fully absorbed within the colonnade so that a pedestrian may not bypass it. The colonnade may project over the public sidewalk, provided that the upper stories of the building do not also project over the public sidewalk. This frontage is typically appropriate for retail use. An encroachment permit is needed to construct this frontage type, but can be approved as part of Design Review. In the case of 5th Street, the encroachment permit must be obtained from Caltrans through a separate process. An encroachment permit must be obtained from Caltrans through a separate process.

Gallery Frontage Dimensions	
Characteristic	Feet
Depth (minimum, from build-to line to inside column face)	10
Height (minimum clear)	10
Percentage of Building Front	75 – 100%

Storefront Section

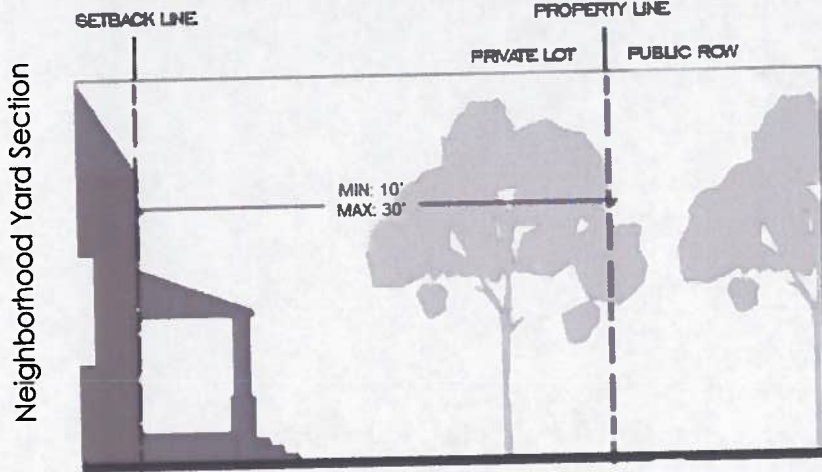


Storefront. A Storefront frontage is characterized by a façade which is aligned close to or directly on the public right-of-way line with the building entrance at sidewalk grade. Storefront frontages have substantial glazing on the ground floor, and provide awnings or canopies cantilevered over the sidewalk. Building entrances may either provide a canopy or awning, or alternatively, may be recessed behind the front building façade.

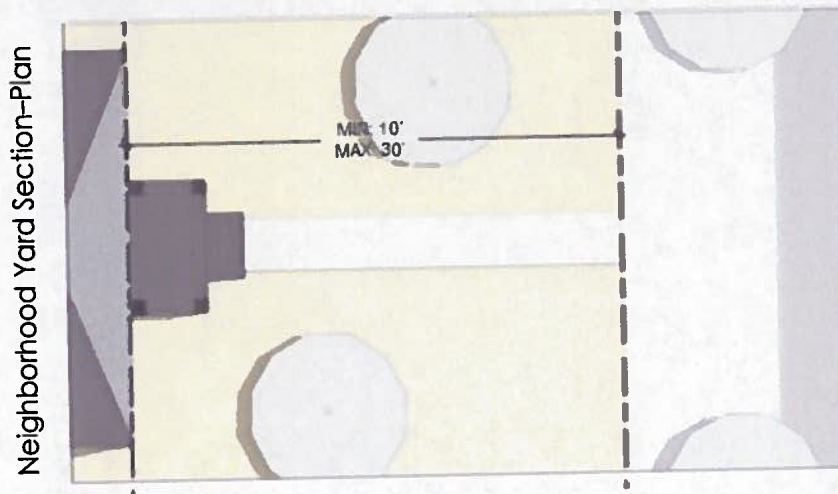
Storefront Section - Plan



Storefront Frontage Dimensions	
Characteristic	Measurement
Awning Depth (minimum projection, over the sidewalk)	5 feet
Height (from ground level to the top of the awning)	8 foot minimum, 12 foot maximum clear
Percentage of Building Front	50% minimum



Neighborhood Yard. A Neighborhood Yard frontage is characterized by deep front yard setbacks. The building façade is set back substantially from the front property line. The resulting front yard can be either fenced or unfenced. This frontage type is appropriate for residential uses.



Neighborhood Yard Frontage Dimensions	
Setback	Feet (from setback to property line)
Minimum	10
Maximum	30

17.41.080 Signs

The following sign standards are intended to encourage creative sign design as an integral part of a building's architecture, rather than treating signs as an add-on or afterthought. Additionally, stimulating retail and wayfinding signage in Downtown Holtville will increase economic activity and city legibility. While this section addresses permanent signage within the Downtown, additional provisions for temporary signs, prohibited signs, and other general provisions may be found in the City Zoning Code, Chapter 17.56 (Signs). Where this section is silent on signage standards, Chapter 17.56 shall prevail. Where the standards of this section and Chapter 17.56 conflict, this section shall prevail.

- A. **Allowed Sign Types.** Allowed types of signs that are permitted by right are listed in Table 17.41.080-1 (Allowable Sign Types) by district. An "A" means that the sign type is allowed; a "P" means that the sign type is preferred and highly encouraged. An "N" means that the sign type is not allowed. Sign types are defined in Section 17.41.030.C (Definitions of Sign Types) and also depicted in Figure 17.41.080-1 (Sign Types). Signs that are not specifically listed as allowed or preferred are by default prohibited.

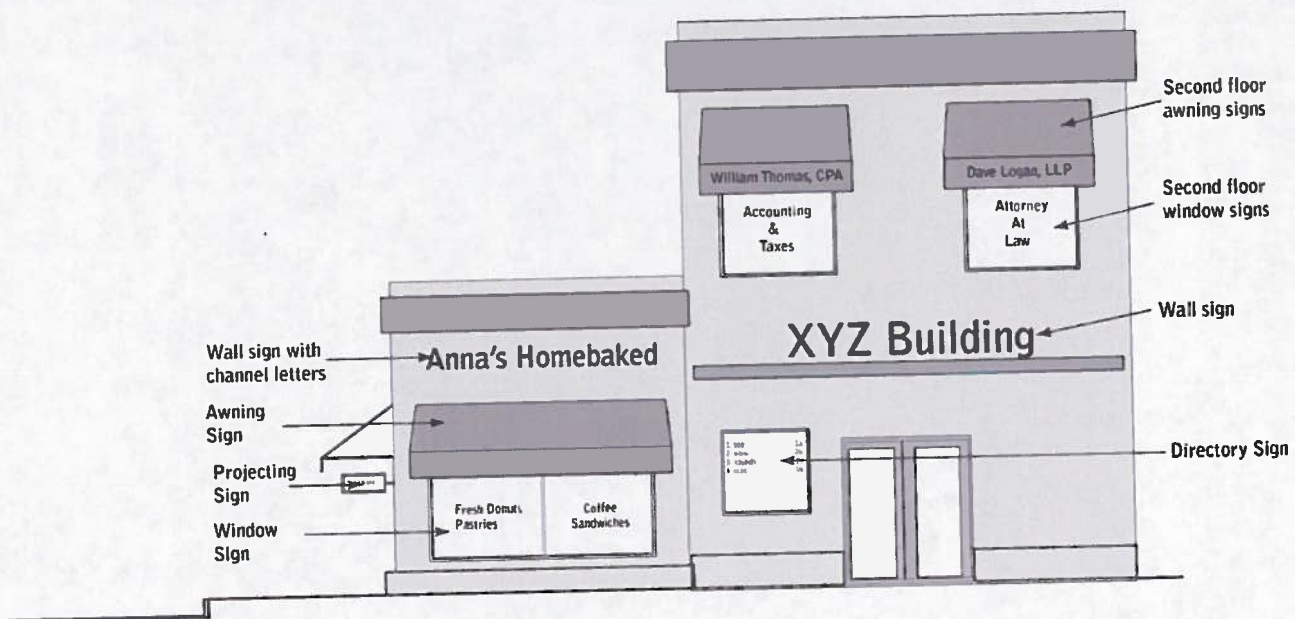
Table 17.41.080-1: Allowable Sign Types

Allowed Sign Types	D-A	D-B
A-Frame Sidewalk Sign	A ¹	N
Awning Sign	A	A
Projecting Sign	P	P
Directory Sign	A	A
Electronic Message Sign	A ²	N
Monument Sign	A ³	A ³
Temporary Signs	A	A
Wall Sign	P	A
Window Sign	P	P

Notes:

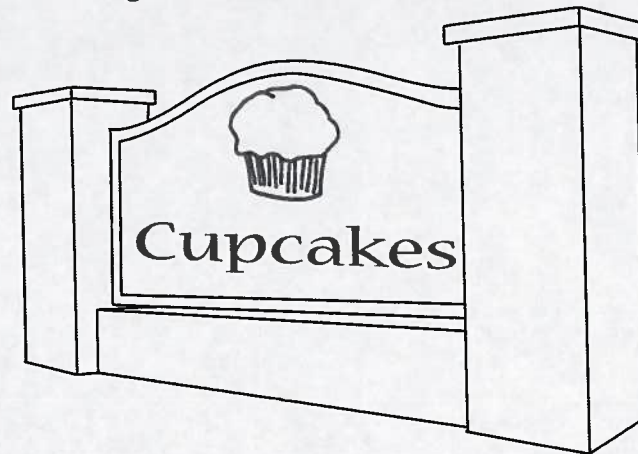
1. A-frame signs are permitted provided that they do not interfere with activity in the pedestrian right-of-way.
2. Electronic message signs are only permitted when located on City property.
3. Monument signs allowed only if landscaped and shared by two or more businesses on a parcel that is a minimum size of 3 acres.

Figure 17.41.080-1: Sign Types



- B. **Sign Size and Number.** When a sign type is allowed for a district as established in Table 17.41.080-1 (Allowable Sign Types), the maximum allowed number and size for signs in Downtown shall be as follows:
1. **Monument Sign.** For parcels that are five acres or more, one monument sign (free-standing identification sign) per site allowing one-quarter foot of sign area per foot of lot frontage on which the sign is to be located, not to exceed twenty (20) square feet in area nor eight feet in height on a site where all buildings are set back at least ten (10) feet from the street curb or street pavement edge on which the use fronts. Where the subject property exceeds three acres in size, the maximum sign area may be increased to forty (40) square feet and height to ten (10) feet. Gateway entry signs established in the public right-of-way at entry points to the Downtown are exempt from these restrictions. See Figure 17.41.080-2 (Monument Sign) for an example of a monument sign.

Figure 17.41.080-2: Monument Sign



2. **Wall Sign.** One wall sign per building frontage. Maximum wall sign area is determined as follows, not to exceed one-hundred (100) square feet:
 - a. One square foot of area for each lineal foot of property frontage, or portion thereof, shall be permitted on each side of the building fronting on a street, parking lot, or paseo. No more than two total signs are permitted per establishment.
 - b. Window signs and Awning signs shall be subject to the same area rules as wall signs and shall count towards the overall total area allowed.
 3. **Projecting Signs.** One projecting sign per building, in lieu of a wall sign, not to exceed 0.4 square feet for every linear foot of main entrance facade frontage, not to exceed a maximum of 15 square feet. A blade/bracket sign shall be at least eight feet above grade directly below the sign.
 4. **Directory Sign.** One directory wall sign for each primary building entry to identify occupants in a multistory building. The sign may not exceed five square feet in area.
 5. **A-Frame Signs.** One freestanding A-frame sign not exceeding an area of four square feet and three feet in height per establishment. The location of the A-Frame sign shall be such that a minimum of four feet of clear pedestrian path is provided.
 6. **Electronic Message Signs.** The maximum area for an electronic message sign shall be 20 square feet. Only one such sign shall be allowed per site.
- C. **Sign Design.** Design, color, materials, size, and placement are all important in creating signs that are architecturally attractive and integrated into the overall site design. Signs that are compatible with the surroundings and effectively communicate a message will promote a quality visual environment. The standards that follow address these issues and others, and are intended to help business owners provide quality signs that add to and support the character of Downtown Holtville.
1. **General Design Standard Requirements.**
 - a. Design signs in harmony with the style and character of the development and as an integral design component of the building architecture, building materials, landscaping, and overall site development.
 - b. Sign letters and materials shall be professionally designed and fabricated.

- c. Exposed conduit and tubing (raceway) is prohibited. All transformers and other equipment shall be concealed.
 - d. All signs shall be maintained in good repair, including the display surface, which shall be kept neatly painted or posted.
 - e. The exposed back of all signs visible to the public shall be suitably finished and maintained.
 - f. The use of retractable awnings as a signage tool is acceptable.
2. **Placement.**
- a. Signs should be generally free of obstructions when viewed from different angles. However, trees or other landscaping that grow to a point that they obstruct the view of a sign or make it illegible shall not be grounds for removal or trimming of the trees/landscaping.
 - b. Utilize a consistent proportion of signage to building scale, such as 1/3 text to 2/3 wall area or 1/4 text to 3/4 wall area. See Figure 17.41.080-2 (Text Scale), which displays a ratio of 1/3 signage to 2/3 wall area.

Figure 17.41.080-2: Text Scale



3. **Materials.**
- a. Materials should be consistent with the building. See Figure 17.41.080-3 (Sign Materials).
 - b. Paper and cloth signs are appropriate for interior temporary use only and are not permitted on the exterior of a building.
 - c. The use of neon is permitted in both the D-A and D-B zones if it fits with the style of the architecture and is not a nuisance (e.g., produce glare) to the surrounding properties.

Figure 17.41.080-3: Sign Materials

Sign Tips: Colors and Materials

- Use exterior materials, finishes, and colors in harmony with, or an upgrade to, those of the buildings or structures on site.
- The selected materials need to contribute to the legibility of the sign. For example, glossy finishes are often difficult to read because of glare and reflections.
- Contrast is an important influence on the legibility of signs. Light letters on a dark background or dark letters on a light background are most legible.
- Limit the total number of colors used in any one sign. Small accents of several colors may make a sign unique and attractive, but the competition between large areas of many different colors decreases readability.



Exterior materials, finishes, and colors should be the same or similar to those of the building or structures on site.

4. Sign Legibility.

- Avoid spacing letters and words too close together. Crowding of letters, words, or lines will make any sign more difficult to read. Conversely, over-spacing these elements causes the viewer to read each item individually, again obscuring the message. As a general rule, letters should not occupy more than 75% of the sign panel area. See Figure 17.41.080-4 (Sign Legibility).

Figure 17.41.080-4: Sign Legibility



A brief message with simple lettering is easy to read and identify.

Sign Tips: Legibility

- Use a brief message whenever possible. Fewer words help produce a more effective sign. A sign with a brief, succinct message is easier to read and looks more attractive.
- Limit the number of lettering styles in order to increase legibility. A general rule to follow is to limit the number of different letter types to no more than two for small signs and three for large signs.
- Use symbols and logos in the place of words whenever appropriate. Pictographic images will usually register more quickly in the viewer's mind than a written message.
- Avoid hard-to-read, overly intricate typefaces and symbols. Typefaces and symbols that are hard to read reduce the sign's ability to communicate.

5. Sign Illumination.

- The light from an illuminated sign shall not be of an intensity or brightness that will create glare or other negative effects on residential properties. See Figure 17.41.080-5 (Sign Illumination).

- b. Whenever indirect lighting fixtures are used (fluorescent or incandescent), care shall be taken to properly shield the light source to prevent glare from spilling over into residential areas and any public right-of-way.
- c. Internally illuminated plastic box "canned" signs are prohibited in Downtown Holtville. Reverse channel letters are acceptable.
- d. Signs shall not have blinking, flashing, or fluttering lights, or other illumination devices that have a changing light intensity, brightness, or color;
- e. Light sources shall utilize energy efficient fixtures to the greatest extent possible and shall comply with Title 24 of the California Code of Regulations (California Building Standards Code).

Figure 17.41.080-5: Sign Illumination

**Sign Tips: Illumination**

- If the sign can be illuminated by an indirect source of light, this is usually the best arrangement because the sign will appear to be better integrated with the building's architecture. Light fixtures attached to the front of the structure cast light on the sign and the face of the structure as well.



- Individually illuminated letters should be backlit. Signs comprised of individual letters mounted directly on a structure can often use a distinctive element of the structure's facade as a backdrop, thereby providing a better integration of the sign with the structure.

Light source must be directed against the sign such that it does not shine into adjacent property or cause glare for motorists and pedestrians.

17.41.090**Parking**

Parking requirements have been designed to encourage pedestrian activity and economic growth in Downtown Holtville. In the design of parking facilities, consideration should be given to locating parking in the back or sides of buildings in order to maintain a continuous retail façade for pedestrians along downtown streets.

- A. **Allowable Parking Types.** Allowable parking types are listed in Table 17.41.090-1 (Parking Types and Ratios) and defined below. An "A" means that the parking type

is allowed; a "P" means that the parking type is preferred and highly encouraged. A "N" means that the parking type is not allowed. Parking types are also depicted in Figure 17.41.090-1 (Parking Types).

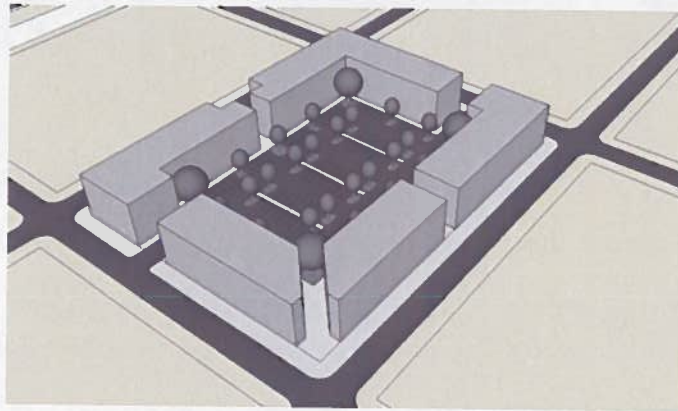
Table 17.41.090-1: Parking Types and Ratios

Allowed Parking Types	D-A Zone	D-B Zone
Surface Parking – Behind Building	P	P
Surface Parking – Next to Building	P	P
Alley Access	A	A
Vehicle Parking Ratios	D-A Zone	D-B Zone
Commercial Uses	1 sp/400 sf ¹	1 sp/400 sf ¹
Office Uses	1 sp/500 sf ¹	1 sp/500 sf ¹
Residential Uses	1.5 sp/unit	1.75 sp/unit

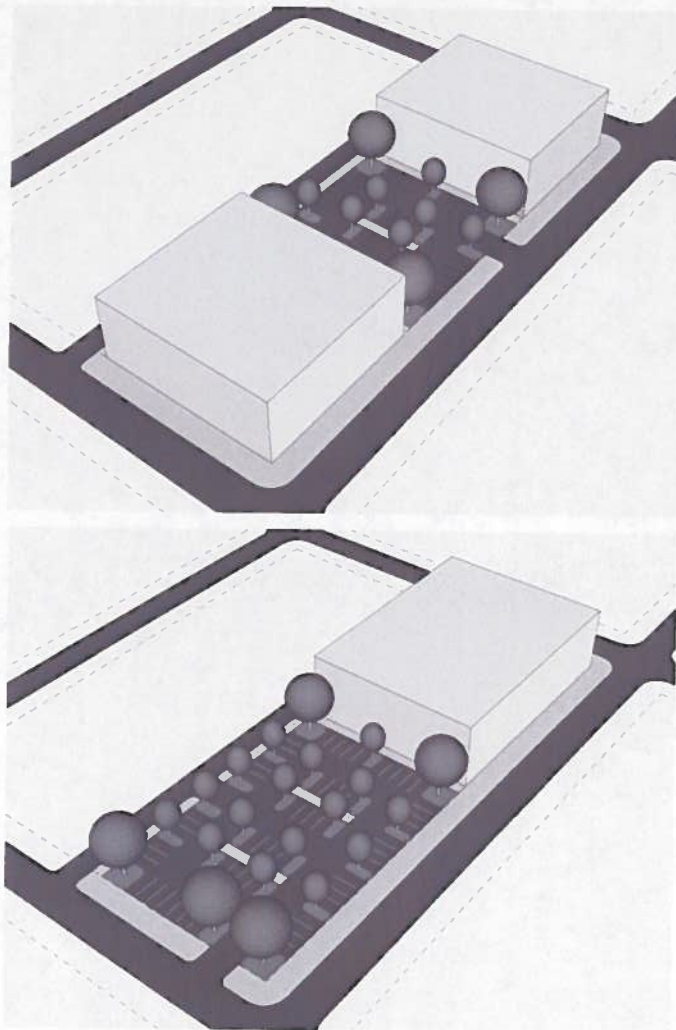
Notes:

1. Exceptions to parking requirements are provided by land use in the Design Review Process. Refer to section C (Parking Exemptions) below.

Figure 17.41.090-1: Parking Types
Surface Parking – Behind Building



Surface Parking – Next to Building



B. Parking Standards.

1. Downtown Holtville should encourage "one-stop" parking where shoppers park once and visit multiple stores on foot. In addition, reduced parking requirements and shared parking lots will help create a pedestrian-oriented downtown environment.
2. Locating parking lots between the front property line and the building store front is prohibited. Instead, parking should be located to the rear of buildings.
3. When off-street parking in the rear is not possible, the visual impact of headlight spill and visual impact of the asphalt parking surface shall be minimized by landscaping and/or fences/walls with a maximum height of three feet.
4. Rear parking lots should be designed and located contiguously, or adjacent to alleys, so that vehicles can travel from one private parking lot to the other either directly or via an alley without having to enter a street. This may be achieved with reciprocal shared access agreements.
5. Locate rear parking lots or structure entries on side streets or alleys in order to minimize pedestrian/vehicular conflicts.
6. Create wide, well-lit, landscaped pedestrian walkways connecting onsite pedestrian circulation systems in parking lots to offsite public sidewalks and building entries.
7. In order to minimize conflicting vehicle turning movement along major roadways, the City encourages shared access drives within and between integrated non-residential developments. This reduces the number of driveway curb cuts. The City also encourages reciprocal access between non-residential developments to provide for convenience, safety, and efficient circulation. If incorporated, a reciprocal access agreement shall be recorded with the land by the owners of abutting properties to ensure that there will be continued availability of the shared access.
8. The layout of parking areas should be designed so that pedestrians walk parallel to moving cars.
9. Parking areas that accommodate a significant number of vehicles should be divided into a series of connected smaller lots. Landscaping and offsetting portions of the lot are effective in reducing the visual impact of larger parking areas.
10. Demarcation of parking spaces should be legible, and the spaces should be adequately sized.

- C. Parking Exemptions.** In an effort to encourage desired commercial activity in Downtown Holtville, the designated Approving Authority has the discretion to eliminate, in all or in part, parking requirements for the following uses in either the D-A or D-B district. This is based on the assumptions that 1) many businesses are discouraged from opening in Downtown because of the burden of providing parking on small, built-out lots, and 2), the City is working to supplement existing parking supplies with City-owned parking lots. The following land uses are eligible for parking exemptions, subject to approval of the designated Approving Authority and the findings that 1) the parking exemption would not negatively impact the parking supply in Downtown and that 2) the exemption would facilitate commercial activity:

1. Commercial Recreation and Entertainment
2. Mixed-Use
3. Neighborhood Commercial
4. Retail Commercial
5. Sit-Down Restaurants

17.41.100 Architectural and Design Standards

- A. **Purpose and Intent.** The purpose of these Architectural and Design Standards is to guide preservation, improvements, renovations, and future development in Downtown Holtville. These provisions describe and illustrate architectural and design standards that are appropriate for Downtown Holtville. They establish the criteria used by the City in reviewing proposed development, and are intended to encourage high quality design and development, creativity and innovation in Downtown Holtville.

Please note that the mandatory development standards contain the words "shall", "must", or "will". Standards that contain the word "should" mean that an action is required unless a determination is made that the intent of the standard is satisfied by other means.

- B. **Site Design.** Siting involves a project's relationship to the property, the street, and adjacent buildings. In the downtown area, buildings should be sited in ways that provide a comfortable and safe environment for pedestrians while accommodating vehicles.

1. **Building Siting.**

- a. Most of the building "streetwall" should meet the front setback lines, except for special entry features, architectural articulation, and plaza areas or other public spaces. See Figure 17.41.100-1 (Building Siting).

Figure 17.41.100-1: Building Siting



Buildings should meet the front setback lines to create a continuous building street wall.

- b. Residential buildings should be oriented towards the street for safety considerations as well as to encourage social interaction among neighbors.
- 2. **Compatibility with Adjacent Uses.**
 - a. Commercial uses shall reduce potential nuisances to adjoining residential property by locating trash enclosures, loading areas, and restaurant vents away from residential uses and by proper screening of utilities and equipment.
 - b. Commercial uses developed as part of a mixed-use project (with residential units) should not be noise intensive.
- 3. **Refuse, Storage, and Equipment Areas.**
 - a. Trash storage must be fully enclosed and incorporated within the main structures or separate freestanding enclosures. Where practical, storage at each unit is preferred over common enclosures. Trash storage cannot be placed under stairways. See Figure 17.41.100-2 (Refuse Storage).

Figure 17.41.100-2: Refuse Storage



- b. All trash and garbage bins should be stored in an approved enclosure. Refuse containers and service facilities should be screened from view by solid masonry walls with wood or metal doors. Chain link fencing with slating is generally discouraged. Use landscaping (shrubs and vines) to screen walls and help deter graffiti.
 - c. Trash enclosures should allow convenient access for commercial tenants. Siting service areas in a consolidated and controlled environment is encouraged.
 - d. Trash enclosures shall be located away from residential uses to minimize nuisance for the adjacent property owners. The enclosure doors should not interfere with landscaping, pedestrian, or vehicle path of travel.
 - e. Trash enclosures shall be architecturally compatible with the project.
 - f. Refuse storage areas that are visible from an upper story of adjacent structures should provide an opaque or semi-opaque horizontal cover/screen to reduce unsightly views. The screening should be compatible with the design of adjacent development and shall be approved by the Fire Department.
 - g. Every public, quasi-public, commercial, or mixed-use development containing two or more units or businesses shall provide at least one publicly accessible on-site trash receptacle.

- C. **Architectural Standards.** The purpose of the Architectural Standards section is to guide improvements, renovations, and future development in Downtown Holtville to be consistent with the vision and goals for the area as detailed in this Zoning Code and the City's General Plan, in addition to the vision established in the Downtown Vision Plan. These guidelines describe and illustrate building and landscape designs that are appropriate for Downtown Holtville. They establish the criteria used by the City in reviewing proposed development and are intended to encourage high quality design and development, creativity, and innovation.
1. **General Design Standards.**
 - a. Awnings and overhangs should be used in conjunction with landscaping to provide shade for pedestrians.
 - b. Any seismic structural upgrading should be conducted in the interior of the building, if possible, unless the structural elements blend into the architecture of the exposed façade. Seismic structural upgrades should not block or alter the original design of storefront windows.
 2. **Building Height, Form, and Mass.**
 - a. Create a comfortable and human scale of structures. Incorporate elements into the design of large structures which provide a transition to the human scale, particularly at the ground. Such elements may be provided through, but not limited to, covered walkways, building arcades, and trellises.
 - b. Corner buildings should have a strong tie to the front setback lines of each street. Angled building corners or open plazas are encouraged at corner locations. See Figure 17.41.100-3 (Corner Building Definition).

Figure 17.41.100-3: Corner Building Definition

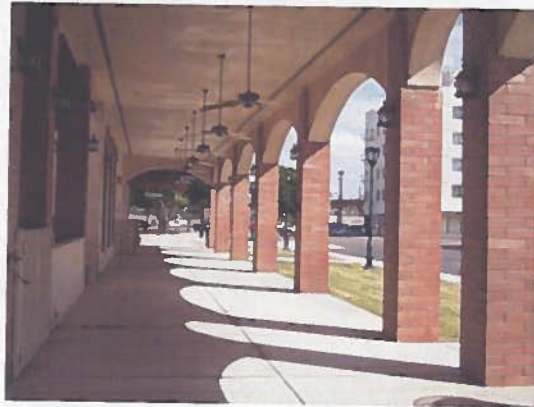


Corner buildings should have a strong tie to the street.

- c. On sites with multiple structures, buildings should be linked visually and physically. These links can be accomplished through architecture and site planning, such as trellises, colonnades or other open structures combined with landscape and walkway systems.
- d. As a general rule, the scale of building(s) on a site edge should be compatible with the scale of adjoining development. Where surrounding development is of a small scale, large-scale buildings should be located

- internal to the site and transition down in scale as the outer edge of the site approaches.
- e. Backs of buildings shall not be placed along a street frontage. Include entrances or public views into the site or building. If the rear of the building must be located along a street because of site constraints, then architectural detailing shall be included that provides the illusion of being a front to the building.
 - f. Building mass should be parallel or on axis with adjacent street(s) (e.g., building walls should be aligned with adjacent streets, and not angled differently than adjacent streets)
3. **Architectural Style.** New development should enhance the existing character of Downtown Holtville by complimenting the historic architectural themes in the community. Common names for the historic architecture in Holtville include Classical Revival, Mission Revival, and California Desert architectural styles; however the general theme of the appropriate architecture of Holtville includes, but is not limited to, the following general architectural features:
- a. Elements that overhang the pedestrian walkway, including arcades, galleries, porticos, balconies, awnings, and canopies (see 17.41.100-4: (Shaded Pedestrian Walkways));

Figure 17.41.100-4: Shaded Pedestrian Walkways



Arcades and other similar architectural features characterize the architectural style of Downtown Holtville.

- b. Smooth-surface building wall textures, except where brick is used;
- c. Recessed entries and windows;
- d. Trim around doors and windows, especially the use of window ledges; and
- e. Flat roofs with parapet walls (see Figure 17.41.100-5 (Roof Styles)).

Figure 17.41.100-5: Roof Styles



Flat roofs with parapet walls are a common architectural feature in Downtown Holtville.

The subsequent sections describe individual design criteria that implement the architectural style for the Downtown.

4. **Facades, Windows, and Doors.** Entries and facades define a building; they should create a statement and serve to unify its design. The entry and front façade function as the primary focal point of the structure, and they should create visual interest, enhancing the public realm and the pedestrian experience. Recessed entries are typical of commercial structures for the architectural styles established for the Downtown. The following identify desirable entryway, façade, and window features.
 - a. Facades that front on public streets should have a variety of architectural features, including arcades, canopies, display windows, entries, or awnings, unless the structural integrity of the building is at stake. See Figure 17.41.100-6(Building Facades).

Figure 17.41100-6: Building Facades



Facades should be well-defined, with an assortment of architectural features, including awnings, display windows, and recessed entries.

- b. Design building entrances as prominent and easily identifiable and create a transition between the exterior and interior. Main building entries should be accented with strong architectural definition to pedestrians. Secondary entrances should have minor detailing that adds architectural distinction to that portion of the façade. Any building with more than 50 feet of street frontage should have at least one primary entry. Entryways should be accentuated from the overall building façade through the use of features such as crowning and sashes around doors, recessed entries, and awnings. See Figure 17.41.100-7(Entry Definition).

Figure 17.41.100-7: Entry Definition



Entries should be clearly designated and oriented to the pedestrian. This can be accomplished through the use of recessed entries, signs, and door crownings.

- c. Building entrances should be designed to protect patrons and employees from the elements. The use of awnings and covered walkways is highly encouraged.
- d. Elements of architecture including window and door placement shall be designed in such a way as to add variety and interest to the project.
- e. The physical design of buildings facades should vary at least every 50 linear feet (quarter block). This can be achieved through such techniques as listed below. In no case shall any façade consist of a blank wall.
- i. Architectural division into multiple buildings,
 - ii. Break or articulation of the façade,
 - iii. Significant change in facade design,
 - iv. Placement of window and door openings, or
 - v. Position of awnings and canopies.
- f. Each building façade should include a repeated pattern of design and at least three of the following features.

- i. Roof-top or mid-belt cornice moldings;
 - ii. Dentil;
 - iii. Parapet;
 - iv. Window or door crowning;
 - v. Decorative brackets; and/or
 - vi. Trim.
- g. Architectural features, including crownings, sashes, recesses, or other forms of ornamentation shall be included over doors or windows. These architectural features can be varied in form but shall be consistent with the architectural style of the structure. Generally, windows and doors should be recessed between six and 12 inches from the building face. In lieu of this, trim around windows and doors and window ledges should be provided.
- h. The design of the project shall be expressed on all exterior elevations of the building visible from a public right-of-way, alley, paseo, or parking area. See Figure 17.41.100-8(Design of Building Facades).

Figure 17.41.100-8: Design of Building Facades



All sides of this structure utilize design and architectural features to engage the pedestrian and contribute to a pleasant Downtown environment.

- i. If maintaining a horizontal rhythm or alignment as a result of infill construction is not feasible, the use of canopies, awnings, or other horizontal devices should be included to maintain a (shared) horizontal rhythm.
- j. Mullions, "true divided light" windows or sectional windows are recommended on residential buildings where a divided window design is desired; "snap-in" grilles or mullions shall not be used. Mullions are vertical bars that separate window panes, set in a series.
- k. Windows shall not be blocked from inside a building due to retail display racks, plywood sheets, posters, or any other goods or storage.
- l. The use of security grills at windows and doors is highly discouraged. If security grilles are necessary, they shall be placed inside the building, behind the window display area, or otherwise hidden from public view.

5. Roofs and Upper Story Details.

- a. Roofs should be given design considerations and treatment equal to that of the rest of the building exteriors. See Figure 17.41.100-9 (Roofline Treatment).

Figure 17.41.100-9: Roofline Treatment

Parapets should be used to define the structure and contribute to its architectural style.

- b. Roofline elements should be developed along all public-facing elevations.
- c. Articulate side and rear parapet walls by using height variations, relief elements, and thoughtfully designed scuppers (openings for draining water), downspouts, and expansion joints.
- d. Cornice lines of new buildings (a horizontal rhythm element) should transition with buildings on adjacent properties to avoid clashes in building height.
- e. The visible portion of sloped roofs should be sheathed with a roofing material complementary to the architectural style of the building and other surrounding buildings. See Figure 17.41.100-10 (Roofing Materials).

Figure 17.41.100-10: Roofing Materials

Roofing materials should compliment the style of the building.

- f. Avoid exaggerated roof slopes.
- g. Access to roofs should be restricted to interior access only.

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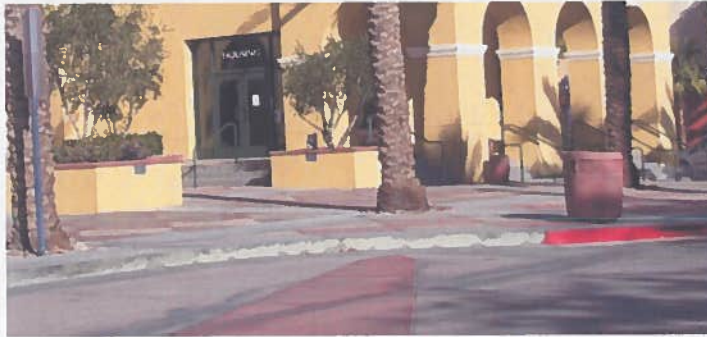
Figure 17.41.100-11: Smooth-Face Facades

Structures shall utilize smooth-face stucco or plaster on facades, or other high-quality material.

- e. Metal seam, clay tile, concrete tile, or a similar grade of roofing material shall be used on all visible pitched roofs.
 - f. Factory-built, prefabricated, pre-manufactured buildings, portable, and similar structures, while generally discouraged, may be allowed by the Approving Authority and shall be designed in accordance with these standards.
 - g. All building materials shall be properly installed.
 - h. Horizontal material changes should not occur at external corners, but may occur at interior corners, or at other logical terminations.
 - i. Reflective materials should not be used to clad a building; however, if reflective materials must be used to protect the integrity of the architectural design, then the material shall not be a nuisance to the occupants of the existing surrounding structures, or a safety hazard to any type of traffic.
 - j. All abandoned materials including pipes, conduits, wires, and signs shall be removed and sign anchors shall be patched to match adjacent surfaces. Operational pipes, conduits, etc, must be hidden.
 - k. Mixed-use commercial developments that contain residential units on the upper levels shall utilize materials with known vibration and sound-reduction qualities in order to minimize noise impacts.
 - l. Colors should be consistent with a historic, small, rural, desert town including, but not limited to, warm and natural desert colors and earth tones: shades of brown and sand beige, reds and oranges, ochres, and mauve. White storefronts may be acceptable as well,
8. **Hardscape Materials.**
- a. Hardscape materials used in pedestrian-oriented spaces such as plazas, paths and sidewalks shall be attractive, durable, slip-resistant, of high quality, and compatible in color and pattern with a project's design. Surfaces in pedestrian circulation areas shall be constructed from

materials that provide a hard, stable surface and that permit maneuverability for people of all abilities. See Figure 17.41.100-12 (Hardscape Materials).

Figure 17.41.100-12: Hardscape Materials



Hardscape materials shall be attractive and compatible with project design.

- b. Pedestrian pathways crossing an on-site vehicle drive aisle, loading area, or parking area, shall be made identifiable by the use of an alternative hardscape material such as pavers, patterned, stamped, or colored concrete.
- c. The primary hardscape materials used for pedestrian spaces shall be high quality poured in place concrete and silver-toned concrete. See Figure 17.41.100-13 (Use of Hardscape Materials in Pedestrian Spaces).

Figure 17.41.100-13: Use of Hardscape Materials in Pedestrian Spaces



High-quality hardscape materials shall be used for pedestrian spaces.

9. Franchise/Corporate.

- a. The scale, design, and materials of franchise/corporate architecture should be consistent with adjacent buildings.

- b. The City recognizes the unique development constraints for corporate retailers to accommodate the sales volume and demand of its users. The City encourages creative design solutions for franchise retail development to minimize the "one size fits all" look of corporate architecture.
10. **Security.**
- a. Create a secure development for both the site and its occupants by minimizing opportunities for crime and undesirable activities through natural surveillance, access control, and activities.
 - b. Locate buildings and windows to maximize visibility of entryways, pathways, and parking lots.
 - c. Adequate security and safety lighting for pedestrians from parking spaces to all building entries and exits shall be provided.
 - d. Street addresses for commercial, public, or multi-use residential buildings shall be easily visible on the front of the building both during the daytime, and at night.
- D. **Landscaping.** Landscaping in Downtown Holtville should be pedestrian-oriented and reflect and enhance the area's small town charm. These provisions emphasize the use of potted plants, trees, landscaping along urban streetscapes, and within urban parking lots. Landscaping shall be provided on-site consistent with the standards set forth below.
1. **Landscaping Standards.**
- a. **Street Trees and Other Landscaping.** Street trees shall be provided every 30 to 50 feet on center within the required landscape area and along public streets. Additional landscaping, such as accent plants, shall also be provided within dedicated landscape areas. Plant selection shall be from the suggested landscaping list in Table 17.41.100-1 (Suggested Planting List) and as approved through Design Review.

Table 17.41.100-1: Suggested Planting List

Plant Type	Species
Trees	
Street Trees	California Fan Palm Arabian Desert Date Palm Queen Palm Mexican Fan Palm
Shade Trees	Modesto Ash Drake Elm Chilean Mesquite
Trees for Walkways and Courtyards	Desert Willow Honey Mesquite Texas Ebony Blue Palo Verde
Trees for Parking Areas	Argentine Mesquite Tipu Tree Ironwood
Accent Trees	Seaptree Vucca Jacaranda Crape Myrtle

Shrubs	
Small Shrubs (3')	Black Dalea Ruellia Lantana Camara
Medium Shrubs (6')	Desert Cassia Mexican Bird of Paradise Red Bird of Paradise Texas Ranger
Large Shrubs (12')	Arizona Rosewood Texas Mountain Laurel Texas Olive
Ground Covers, Grasses, Wildflowers	
Ground Covers	Damianita Trailing Lantana Dwarf Rueilla
Ornamental Grasses	Deer Grass Mexican Thread Grass Bull Grass Red Fountain Grass
Cacti and Succulents	Desert Spoon Murphey's Agavo Cape Aloe
Desert Wildflowers	Desert Marigold Desert Lupine Desert Poppy

b. **Standard Design Concepts.**

- i. Use landscaping to complement the architecture, to minimize the impact of incompatible land uses, and to establish a transition between adjacent developments. Plant materials can absorb sound, filter air, curtail erosion, provide shade, and maintain privacy.
- ii. Provide landscaping to break up blank walls, shade pedestrians, accent entries, and soften the connection of paving for vehicles to buildings.
- iii. Landscaped areas should generally utilize a three-tiered hierarchy of plants: grasses and groundcovers, shrubs, and trees. All areas in Downtown that are not covered by structures, walkways, driveways, and parking spaces should be landscaped in this manner.
- iv. New development should look established as quickly as possible. Utilizing mature trees and plants in landscaping is encouraged to achieve this.
- v. Preservation and incorporation of existing mature trees and other forms of vegetation is encouraged for new development. When removal is necessary, all natural vegetation should be salvaged and replaced where possible.
- vi. The use of drought-tolerant "low desert" landscaping is strongly encouraged. Standard grass strips are strongly discouraged. See Figure 17.41.100-14 (Low Desert Landscaping).

Figure 17.41.100-14: Low Desert Landscaping

Drought tolerant landscaping is strongly encouraged in Downtown Holtville. Standard grass strips are strongly discouraged.

- vii. Water conservation should be an important factor in plant selection. Xeriscaping, the use of plants that require low amounts of water, is encouraged. See Figure 17.41.100-15 (Xeriscaping).

**Figure 17.41.100-15: Xeriscaping**

Use of plants that do not require supplemental water, xeriscaping, is encouraged.

- viii. Landscaped areas should be protected from vehicular and pedestrian encroachment by raised planting surfaces, depressed planters, or the use of curbs.
- ix. Parking facilities shall attain a minimum of 35 percent tree canopy coverage within 15 years of completion of construction to provide shade and minimize visual and environmental impacts. As an alternative to landscaping, shade structures may be used, provided there is landscaping at their base. See Figure 17.41.100-16(Shade Structures).

Figure 17.41.100-16: Shade Structures

Parking facilities shall be shaded. Shade structures may be used to provide shade in parking lots, provided there is landscaping at their base.



- x. When streets and other public areas are being redesigned and improved (or otherwise completed as part of a development project), include at-grade landscape areas.
- xi. In surface parking lots, trees should be installed at a ratio of one tree per three parking stalls for the perimeter of the parking lot, and one tree per six spaces for the interior of the parking lot.
- xii. Consider placement of trees and shrubs to avoid conflict with vehicular overhangs, traffic and visibility patterns, and onsite structures.
- xiii. Owners of vacant lots that contain structures shall maintain the existing landscaping on a regular basis so that the lot(s) should not give an overgrown appearance.
- xiv. Landscape should be oriented in accordance with the demands of the species for sunlight and its susceptibility to the prevailing wind.
- c. **Irrigation.** Irrigation of landscaping shall only be directed onto the landscaping. Spillover onto hardscape shall be minimized to the maximum extent feasible. Drip irrigation systems are highly encouraged.
- d. **Tree Grates/Guards.**
 - i. Tree grates should be utilized along all pedestrian pathways, including sidewalks to provide a continuous walking surface while providing adequate space for the tree to grow.
 - ii. Install structural soil systems to direct new root growth downward below hardscape areas. This helps to postpone root damage caused to the surrounding hardscape and structures. By providing deep watering and air to root systems as appropriate when trees are planted within five feet of any permanent structure/paving/curb, additional service life may be achieved. Structural soil systems are preferred over root barriers as they are often more effective.
 - iii. A minimum of six feet of structural soil shall be provided for trees. The area of enhanced root zone environment shall be enlarged beyond this minimum according to the species size planted. The structural soil can be provided under tree grates and pavement.

- iv. Trees and landscaping installed in parking lots should be protected from vehicle damage by a minimum six-inch tall concrete curb surrounding the planter area. Planter barriers to protect landscaping should also be designed with intermittent curb cuts to allow parking lot runoff to drain into landscape areas.
- e. **Pots and Planters.**
 - i. Due to the built-out nature of much of Downtown, the use of alternative, creative landscaping measures is highly encouraged. This can be achieved through boxed planters and pots.
 - ii. Boxed and container plants in decorative planters of ceramic, terra cotta, or other durable materials that compliment architectural styles and materials should be used to enhance public areas. See Figure 17.41.100-16 (Use of Decorative Planters).

Figure 17.41.100-16: Use of Decorative Planters



Decorative planters should be made of durable materials that compliment the style of the structure.

- iii. Pots and planters should have natural color tones that compliment the adjacent structures and desert character of Downtown.
- iv. Large planters may also be incorporated into seating areas. Such planters should be open to the earth below and be provided with a permanent irrigation system.
- f. **Water Quality and Urban Runoff in Redevelopment Areas.** Because of the proximity of the Downtown to the Alamo River and the potential impact of urban activities on the natural environment, water quality and urban runoff in Downtown areas is of particular concern. The use of bioswales and landscaped water quality basins represent the preferred approach to urban runoff and stormwater quality control in Downtown. Bioswales are landscaping elements that are used to collect and purify water before it saturates the ground, and are filled with vegetation or other materials conducive to draining. Such features add aesthetic character, utilize natural materials, and serve as a functional element that allows for stormwater management.

- i. On lots that permit it, bioswales and similar natural landscaped runoff control facilities should be used to enhance appearance of stormwater management methods and allow for groundwater recharge. See Figure 17.41.100-17 (Bioswales).

Figure 17.41.100-17: Bioswales



Bioswales should be used to enhance the appearance of stormwater management and groundwater recharge.

- ii. On large enough lots that are not paved or developed over, bioswales should be used to collect surface runoff before it crosses pavement areas and to reduce ponding and damage to walkways. Bioswales should be graded to direct water away from paved areas into detention basins.
 - iii. Bioswales should utilize a slope that is steep enough to prevent ponding and shallow enough to slow water velocity. Soils must not readily drain water; the goal is to get cleaner water to flow downstream. Recommended slopes of one to four percent should be used. Flow should be sufficiently low enough to provide adequate residence time within the channel. Flow depth should not be taller than the vegetation (a maximum depth of four inches is recommended). Final design of any bioswales shall be subject to approval of the City Engineer.
- E. **Lighting.** In Downtown Holtville lighting fixtures within developments should be attractively designed to complement the architecture of the project and surrounding development, and should improve the visual identification and safety of residences and businesses. Additionally, consideration should be given to the effects of light pollution on the environment, as well as energy conservation technologies.
1. **General Design Standards.**
 - a. Lighting shall provide security and visual interest.
 - b. All exterior doors, aisles, passageways and recesses shall be equipped with a lighting device providing a minimum maintained one foot-candle of light at ground level during hours of darkness. Vandal resistant covers should protect lighting devices.
 - c. Decorative accent lighting and fixtures above the minimum one foot-candle illumination levels of surrounding parking lots should be provided at vehicle driveways, entry throats, pedestrian paths, plaza areas, and other high activity areas.
 - d. Exterior lighting shall be sited and installed in a manner to minimize glare and light spillage beyond property lines. Outdoor light fixtures shall be the

lowest wattage necessary to accomplish adequate lighting. Lighting shall be downlit, shielded, and directed away from areas not intended to be lit and from the night sky. All light fixtures shall be installed and shielded in such a manner that no visible light is emitted from the fixture at angles above the horizontal plane.

- e. Lighting fixtures should be attractively designed to complement the architecture of the project. See Figure 17.41.100-18 (Attractive Lighting Fixtures).

Figure 17.41.100-18: Attractive Lighting Fixtures



Lighting fixtures should be used to complement the architectural style of the project.

- f. Lighting should improve visual identification of residences and businesses and create an inviting atmosphere for passersby.
- g. Wall mounted lights should be used to the greatest extent possible to minimize the total number of freestanding light standards.
- h. Parking lot lighting fixtures should not exceed 35 feet in height. When within 50 feet of residentially zoned properties, fixtures should not exceed 20 feet.
- i. Light standards within parking lots should be designed with concrete raised bases to protect them from damage by vehicles.
- j. Provide street lighting that is scaled for the pedestrian while still meeting vehicular needs. On local streets and within project sites, fixtures should be primarily oriented towards pedestrian's needs. On major streets, light fixtures serve to both illuminate pedestrian areas and roadways. Consider the location and intended audience when choosing a light fixture for a project.
- k. Lighting for a parking lots should be evenly distributed and provide pedestrians and drivers with adequate visibility and safety level at night.

- l. The light source used in outdoor lighting should provide a white light for better color representation and to create a more pedestrian friendly-environment.
- m. Low pressure sodium (yellow light) lamps are prohibited.
- n. Lighting should be consistent with the historic small town character of Holtville.

17.41.110 Special Use Regulations

- A. **Purpose and Intent.** The purpose of the following Special Use Regulations is to address concerns and provide standards for the following types of development and issues specific to Downtown Holtville. These standards should ensure consistency with the vision and goals defined in this zoning code, by providing guidance to planners, developers, and residents on these unique topics.
- B. **Live/Work.** Live/work units are built spaces that function predominantly as work spaces and secondarily as residences. Live/work units are permitted in buildings through a conditional use permit which demonstrates compliance with the following standards
 1. The unit must contain a cooking space and bathroom in conformance with applicable building standards.
 2. Adequate and clearly defined working space must constitute no less than fifty percent of the gross floor area of the live/work unit. Said working space shall be reserved for and regularly used by one or more persons residing there.
 3. At least one residence in each live/work unit shall maintain at all times a valid city business license for a business on the premises.
 4. Persons who do not reside in the live/work unit may be employed in a live/work unit when the required parking is provided.
 5. Customer and client visits are allowed when the required parking is provided.
 6. No portion of a live/work unit may be separately rented or sold as a commercial space for a person or persons not living on the premises, or as a residential space for a person or persons not working on the premises.
- C. **Public Art.** For the purpose of this section, "public art" in Downtown Holtville is defined as permanent or temporary works of art in the public realm, whether part of a building or free-standing
 1. Public art shall be incorporated into public plazas, parks, and municipal buildings. Additionally, the incorporation of public art into private development projects is strongly encouraged.
 2. Possible types of public art include but are not limited to the following options:
 - a. Building features and enhancements such as bike racks, gates, benches, water features, or shade screens, which are unique and/or produced in limited editions by a professional artist.
 - b. Landscape art enhancements such as walkways, bridges, or art features within a garden.

- c. Murals or mosaics covering walls, floors, and walkways. Murals may be painted or constructed with a variety of materials, including the use of imbedded and nontraditional materials.
 - d. Sculptures, which can be freestanding, wall-supported or suspended, kinetic, electronic, and made of durable materials suitable for the site.
 - e. Fiberwork, neon, or glass artworks, photographs, prints, and any combination of media including sound, film, and video systems, or other interdisciplinary artwork applicable to the site.
 - f. Community arts projects resulting in tangible artwork, such as community murals, sculptures, or kiosks.
3. As part of Design Review, the Approving Authority may allow for reduction in the minimum number of parking spaces required (maximum ten percent reduction) or reductions in the amount of required landscaping (e.g., ten percent reduction in street trees; ten percent reduction in parking facility shading) in exchange for the incorporation of public art as part of the project.
- D. **Storefront Vacancy.** For the purpose of this section, a "storefront vacancy" in Downtown Holtville is defined as a vacant commercial ground floor (street level) space in any otherwise occupied or unoccupied building.
 1. Vacant storefronts shall be properly locked and secured to prevent unauthorized trespassing during the period of vacancy.
 2. The exterior façade of vacant storefronts shall be maintained by the property owner at the same level of quality as surrounding occupied storefronts and buildings.
 3. Property owners of vacant storefronts shall use creative temporary alternative uses of storefront window areas such as using them as a display area for community info, public art by local artists, and merchandise from other stores.
 4. Property owners of vacant storefronts should consult with the City and Chamber of Commerce regarding possible available tenants.
 5. Vacant storefronts shall not be boarded up, or otherwise appear derelict or abandoned.
 6. An adequate level of exterior security lighting shall be regularly maintained regardless of storefront occupancy status.

17.63 Design Review

Sections:

- 17.63.010 Purpose and Intent
- 17.63.020 Applicability
- 17.63.030 Exemptions
- 17.63.040 Application
- 17.63.050 Approval Authority and Hearing
- 17.63.060 Considerations
- 17.63.070 Findings
- 17.63.080 Conditions
- 17.63.090 Permit Issuance
- 17.63.100 Appeal
- 17.63.110 Revocation

17.63.010 Purpose and Intent

The purpose of Design Review is to provide a process for promoting the orderly and harmonious growth of the Downtown and Central Business District; to encourage development in keeping with the desired character of the Downtown and Central Business District; and to ensure physical and functional compatibility between uses. This Design Review permit established by this Chapter is intended to provide a process for consideration of development proposals to ensure that the design and layout of commercial, multifamily residential, and mixed use development will constitute suitable development and will not result in a detriment to the City or to the environment.

17.63.020 Applicability

A Design Review Permit is required for the following projects within the Downtown and Central Business District as designed under the D-A and D-B Zoning Districts:

- A. Multifamily residential development;
- B. Non-residential and mixed use development (e.g., commercial, office, industrial, public/quasi-public); and
- C. Additions to the above projects where 500 or more gross square feet is being added to existing structures.

17.63.030 Exemptions

The following structures and activities are exempt from Design Review. However, such structures may require additional permits and Plan Check, such as a ministerial building permit, to ensure compliance with adopted Building Code standards and applicable Zoning Code provisions.

- A. Single family homes;
- B. Additions to single family residential homes;
- C. Additions to non-residential and mixed use structures less than 500 square feet in size;
- D. Accessory structures consistent with the provisions of this Title;
- E. Installation of signs consistent with the provisions of this Title;

- F. Repairs and maintenance to the site or structure(s) that do not add to, enlarge, or expand the area occupied by the structure, or the gross floor area of the structure.
- G. Interior alterations that do not increase the gross floor area within the structure, or change/expand the permitted use of the structure (e.g., tenant improvements); and
- H. Construction, alteration, or maintenance by a public utility or public agency of underground or overhead utilities intended to service existing or nearby approved developments (e.g., water, gas, electric or telecommunication supply or disposal systems, including wires, mains, drains, sewers, pipes, conduits, cables, fire-alarm boxes, police call boxes, traffic signals, hydrants, and similar facilities and equipment).

17.63.040 Application

- A. **Application Contents.** An application for Design Review may be made by a property owner or his authorized agent upon forms provided by the City Clerk and giving such information as may be prescribed by the secretary of the Planning Commission. At this time, the application will be reviewed for completeness by the City Clerk based on the following guidelines:
 - 1. Every application for Design Review shall be accompanied by a drawing or plot plan, drawn to scale, and showing the lot and building site or sites, the proposed location of the buildings on the lot, accurate dimensions of the buildings, of the yards and of the lots, drawings of all elevations or sides of the buildings showing how the buildings will look when constructed, including building finishes and colors, and such other information as may be necessary to provide for the enforcement of these regulations or the intelligent consideration of the Design Review request.
 - 2. Environmental documentation as described in Chapter 17.12 shall be prepared.
- B. **Application Completeness Determination.** If the application is deemed incomplete, the application is returned to the applicant. If the application is deemed complete, the City Clerk shall accept the application.
- C. **Filing Fee.** The City Clerk shall charge and collect a filing fee for such application, as determined by resolution of the City Council.

17.63.050 Approval Authority and Hearing

- A. **Approval Authority.** The designated Approving Authority for Design Review is the Planning Commission. The Project Review Committee provides a recommendation and the Planning Commission approves, conditionally approves, or denies the Design Review application in accordance with the requirements of this Title. Design Review approval is required prior to issuance of any ministerial building permits or site improvement plans and prior to or in conjunction with discretionary action of corresponding development applications.
- B. **Hearing.** Upon receipt of the application in proper form, the City Clerk shall place the item on the Planning Commission's agenda for public hearing not more than 30 days after the date the application is determined to be complete. Within 30 days after the conclusion of the public hearing, the Planning Commission shall approve, conditionally approve, or deny the Design Review application. Notice of the action taken shall be mailed to the applicant.

- C. **Public Hearing Notice.** Notice of public hearing shall be given for the time and in the manner as established by resolution of the City Council, which shall be either:
1. By mailing said notice postage prepaid at least 10 days prior to the public hearing to all property owners whose names and addresses appear on the latest adopted tax roll as owning property within a distance of 300 feet from the exterior boundaries of the applicant's property; or
 2. By publication of said notice in an official newspaper of the City and by posting of said notice in a conspicuous place on or close to the property at least 10 days prior to the hearing.

17.63.060 Considerations

In conducting a Design Review, the designated Approving Authority shall consider the following:

- A. Considerations relating to site layout, the orientation and location of building, signs, other structures, open spaces, landscaping and other development features in relation to the physical characteristics, zoning, and land use of the site and surrounding properties;
- B. Considerations relating to traffic, safety, and traffic congestion, including the effect of the development plan on traffic conditions on abutting streets, the layout of the site with respect to locations and dimensions of vehicular and pedestrian entrances, exits, driveways, and walkways, the adequacy of off-street parking facilities to prevent traffic congestion, and the circulation patterns within the boundaries of the development;
- C. Considerations necessary to ensure that the proposed development is consistent with the General Plan and the Downtown Vision Plan, including but not limited to the density of residential units; and
- D. Considerations relating to the availability of public services, including, but not limited to, water, sewer, drainage, police and fire; and whether such services are adequate based upon City standards.

17.63.070 Findings

A Design Review Permit, or any modification thereto, shall be granted only when the designated Approving Authority makes all of the following findings:

- A. The proposed project is consistent with the objectives of the General Plan, complies with applicable zoning regulations, the Downtown Vision Plan, Improvements Standards, and other applicable standards and regulations adopted by the City;
- B. The proposed project will not create conflicts with vehicular, bicycle, or pedestrian transportation modes of circulation; and
- C. The site layout (orientation and placement of buildings and parking areas), as well as the landscaping, lighting, and other development features are compatible with and complement the existing surrounding environment and ultimate character of the area under the General Plan.
- D. That the proposed development complies with the regulations of the DowntownCode, promotes the spirit of Downtown by integrating the fabric of its

public and private built environment (the Downtown's DNA – what makes its unique character) and complementing the architectural quality of the Downtown.

17.63.080 Conditions

The designated Approving Authority may modify plans in whole or in part and may condition the Design Review Permit to ensure specific design features and conformance with all applicable provisions of this Title.

17.63.090 Permit Issuance

The final action of the Design Review Permit by the designated Approving Authority shall constitute approval of the permit. Such permit shall only become valid after the designated ten-day appeal period has been complete as provided in Section 17.63.100 (Appeals).

17.63.100 Appeal

- A. A written appeal may be taken to the City Council by the applicant for Design Review or by any person, firm, corporation, group, or association aggrieved or affected by the decision of the Planning Commission with respect to any application for Design Review.
- B. Such appeals shall be filed in duplicate with the City Clerk within 10 days from the date of action by the Planning Commission or from the expiration of the 30 day completeness period described in Section 17.63.040 (Application). The appeal shall specifically state the grounds for the appeal and how the Planning Commission failed to conform to the requirements of these regulations.
- C. Before accepting an appeal, the City Clerk shall charge and collect a fee as determined by resolution of the City Council.
- D. The City Clerk shall immediately transmit one copy of said appeal to the City Planner, who shall inspect the appeal for defects and validate said appeal within 48 hours of receipt. If said appeal is defective for any reason, the building inspector shall send immediate notice to the applicant of the fact and the type and nature of said defect or defects.
- E. The filing of an appeal shall stay the issuance of subsequent permit(s) (e.g., building permits).

17.63.110 Revocation

- A. The Planning Commission may, by resolution and after a public hearing with notice in accordance with Section 17.63.050 (Approval Authority and Hearing), revoke any Design Review permit for noncompliance with any of the conditions set forth in the resolution granting the application. Written notice of intention to revoke shall be mailed to the applicant not less than 30 days before the Planning Commission hearing. Said revocation may be appealed in the manner provided in Section 17.63.100 (Appeal). Similarly, if the circumstances surrounding the granting of a Design Review permit have substantially changed, the Planning Commission may, on a vote of not less than four-fifths of its members, revoke any Design Review.
- B. If an established time limit for development expires, or if a time limit for the duration of the continuation of the use has been established as one of the conditions, said

permit shall be revoked upon such date of expiration without any notification of the owners thereof.

- C. The revocation of the Design Review permit shall have the effect of denying all rights granted by the Design Review permit.

EXHIBIT D

**RDA AGREEMENT FOR PROFESSIONAL SERVICES
RENOVATION PROJECT**

THIS AGREEMENT FOR PROFESSIONAL SERVICES ("Agreement"), made and entered into effect the _____ day of _____ 2011, by and between the REDEVELOPMENT AGENCY OF THE CITY OF HOLTVILLE ("Agency"), a public body, corporate and politic, and _____, (Consultant).

WITNESSETH

WHEREAS, the Holtville Redevelopment Agency; hereinafter referred to as "Agency" requires design drawings and specifications be prepared; and

WHEREAS, the Agency desires to retain a qualified Consultant to provide professional services for the preparation of the drawings and advertised a Request for Proposals/Qualifications, marked Exhibit "A", attached hereto and by this references thereto incorporated herein; and

WHEREAS, Consultant represents that it is qualified and experienced to perform the services and submitted its Proposal, marked Exhibit "B", attached hereto and by this reference thereto incorporated herein; and

WHEREAS the Agency desires to engage Consultant to provide services by reason of its qualifications and experience for performing such services, and Consultant has offered to provide the required services for the Project on the terms and in the manner set forth herein; and

NOW, THEREFORE, in consideration of their mutual covenants, Agency and Consultant have and hereby agree to the following:

1. Definitions

- 1.1 "Request for Proposal" shall mean that document that describes the project and project requirements to prospective Consultants.
- 1.2 "Proposal shall mean Consultant's proposal submitted to the Agency. The proposal is attached hereto as Exhibit "B" and incorporated herein by this reference.

2. Contract Coordination

- 2.1 The Agency 's Executive Officer shall be the representative of Agency for all purposes under this Agreement. The Agency Executive Officer or her designated representative, is hereby designated as the Contract Manager for the Agency. She shall supervise the progress and execution of this Agreement.
- 2.2 Consultant shall assign a single Contract Manager to have overall responsibility for the progress and execution of this Agreement. [Consultant's designee] is hereby designated as the Contract Manager for Consultant. Should circumstances or conditions subsequent to the execution of this Agreement require a substitute Contract Manager for any reason, the Contract Manager designee shall be subject to the prior written acceptance and approval of Agency's Contract Manager.

3. Description of Work

Consultant shall prepare Design Drawings and Specifications for the Pine Shops Arcade Renovation Project for the Agency in accordance with the Request For Proposals/Qualifications Exhibit "A." Consultant shall provide all materials and labor to perform this Agreement consistent with the requirements of, Exhibit "A" and Proposal attached hereto as Exhibit "B". In the event of a conflict among this Agreement, the RFP, and the Proposal, the RFP shall take precedence over the Proposal and this Agreement shall take precedence over both.

4. Work to be Performed by Consultant

- 4.1 Consultant shall comply with all terms, conditions and requirements of the Request for Proposal, Proposal and this Agreement.
- 4.2 Consultant shall perform such other tasks as necessary and proper for the full performance of the obligations assumed by Consultant hereunder.
- 4.3 Consultant shall:
 - 4.3.1 Procure all permits and licenses, pay all charges and fees, and give all notices that may be necessary and incidental to the services to be performed by Consultant under this agreement;
 - 4.3.2 Keep itself informed of all existing and proposed federal, state and local laws, ordinances, regulations, orders and decrees which may affect those engaged or employed under this Agreement, any materials used in Consultant's performance under this Agreement or the conduct of the services under this Agreement; and
 - 4.3.3 Immediately report to Agency's Contract Manager in writing any discrepancy or inconsistency it discovers in said laws, ordinances, regulations, orders and decrees mentioned above in relation to any plans, drawings, specifications or provisions of this Agreement.
- 4.4 Any videotapes, reports, information, data or other material given to, or prepared or assembled by Consultant under this Agreement shall be the property of Agency and shall not be made available to any individual or organization by Consultant without the prior written approval of Agency's Contract Manager.

5. Representation by Consultant

- 5.1 Consultant understands and agrees that Agency has limited knowledge in the multiple area specified in the Proposal. Consultant has represented itself to be expert in these fields and understands that Agency is relying upon such representation.
- 5.2 Consultant represents and warrants that it is a lawful entity possessing all required licenses and authorities to do business in the State of California and perform all aspects of this Agreement.

- 5.3 Consultant represents and warrants that the people executing this Agreement on behalf of Consultant have the authority of Consultant to sign this Agreement and bind Consultant to the performance of all duties and obligations assumed by Consultant herein.
- 5.4 Consultant represents and warrants that any employee, contractor and/or agent who will be performing any of the duties and obligations of Consultant herein possess all required licenses and authorities, as well as the experience and training, to perform such tasks.
- 5.5 Consultant represents and warrants that the allegations contained in the Proposal are true and correct and understands that Agency considers the representations made herein to be material and would not enter into this Agreement with Consultant if such representations were not made.
- 5.6 Prior to accepting any work under this Agreement, Consultant shall perform a due diligence review and advise the Agency of any conflict or potential conflict Consultant may have with respect to the work requested.
- 5.7 In the course of work to be performed in accordance with this Agreement and the Proposal, should Consultant believe that a conflict exists between this Agreement and the Proposal, Consultant shall notify Agency and both parties shall meet and confer. In the absence of a contrary agreement, the terms and requirements of the Agreement shall control. In any event the terms of this Agreement shall supersede the Proposal.
- 5.8 Consultant represents that the services provided herein shall be performed in a professional and lawful manner.

6. Compensation

- 6.1 The total compensation payable under this Agreement pursuant to the Description of Work as set forth above shall not exceed [written amount] ([numerical amount]) unless otherwise previously agreed to by Agency in writing.
- 6.2 Except as provided under Paragraph 6.1, Agency shall not be responsible to pay Consultant any compensation, out-of-pocket expenses, fees or other remuneration.

7. Payment

Consultant will invoice Agency per scope of work completed and shall not exceed the designated lump sum as set forth in the attached Exhibit "B". Agency shall pay Consultant for completed and approved services upon presentation of its itemized billing.

8. Method of Payment

Consultant shall at any time prior to the 15th day of any month, submit to the Agency a written claim for compensation for services performed. No payment shall be made by Agency prior to the claims being approved in writing by the Agency's Executive officer or her designee. Consultant may expect to receive payment within a reasonable time thereafter and in any event in the normal course of business within forty five (45) days after the claim is submitted.

9. Time for Completion of the Work

Both parties agree that time is of the essence in the performance of this Agreement. Project scheduling shall be as described in Exhibit "B" unless revisions to Exhibit "B" are approved by both Agency's Contract Manager and Consultant's Contract Manager. Time extensions may be allowed for delays caused by Agency, other governmental agencies or factors not directly brought about by the negligence or lack of due care on the part of Consultant.

10. Retention and Access of Books and Records

Consultant shall maintain books, records, documents, reports and other materials developed under this Agreement as follows:

- 10.1 Consultant shall maintain all ledgers, books of accounts, invoices, vouchers, cancelled checks, and other records relating to Consultant's charges for services or expenditures and disbursements charged to Agency for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant pursuant to this Agreement.
- 10.2 Consultant shall maintain all reports, documents and records, which demonstrate performance under this Agreement for a minimum period of five (5) years, or for any longer period required by law, from the date of termination or completion of this Agreement.
- 10.3 Any records or documents required to be maintained by Consultant pursuant to this Agreement shall be made available to Agency for inspection or audit, at any time during Consultant's regular business hours provided Agency provides Consultant with seven (7) days advanced written or email notice. Copies of such documents shall, at no cost to Agency, be provided to Agency for inspection at Consultant's address indicated for receipt of notices under this Agreement.

6. Term of Agreement

The term of this Agreement shall be effective from the date as agreed to or executed until _____ (Date of end of term of Agreement). Consultant shall not commence any work under this Agreement or provide any other services, or materials, in connection therewith until Consultant has received written authorization from Agency's Contract Manager to do so.

12. Suspension of Agreement

Agency's Contract Manager shall have the authority to suspend this Agreement, wholly or in part, for such period as deemed necessary due to unfavorable conditions or to the failure on the part of Consultant to perform any provision of this Agreement. Consultant will be paid the compensation due and payable to the date of suspension.

13. Termination

- 13.1 Agency retains the right to terminate this Agreement for any reason by notifying Consultant in writing seven (7) days prior to termination and by paying the compensation

due and payable to the date of termination; provided, however, if this Agreement is terminated for fault of Consultant, Agency shall be obligated to compensate Consultant only for that portion of Consultant's services which are of benefit to Agency. Said compensation is to be arrived at by mutual agreement between Agency and Consultant; should the parties fail to agree on said compensation, an independent arbitrator shall be appointed and the decision of the arbitrator shall be binding upon the parties.

- 13.2 Upon such termination, Consultant shall immediately turn over to Agency any and all copies of videotapes, studies, sketches, drawings, computations and other data, whether or not completed, prepared by Consultant in connection with this Agreement. Such materials shall become the permanent property of Agency.

14. Inspection

Consultant shall furnish Agency with every reasonable opportunity for Agency to ascertain that the services of Consultant are being performed in accordance with the requirements and intentions of this Agreement. All work done and materials furnished, if any, shall be subject to Agency's Contract Manager's inspection and approval. The inspection of such work shall not relieve Consultant of any of its obligations to fulfill its Agreement as prescribed.

15. Interest of Consultant

- 15.1 Consultant covenants that it presently had no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder.
- 15.2 Consultant covenants that, in the performance of this Agreement, no sub-contractor or person having such an interest shall be employed.
- 15.3 Consultant certifies that no one who has or will have any financial interest under this Agreement is an officer or employee of the Agency.

16. Indemnification

Consultant agrees to the fullest extent permitted by law to indemnify, defend, protect and hold Agency and its representatives, officers, directors, designees, employees, agents, consultants, successors and assigns harmless from any and all claims, expenses, liabilities, causes of action, demands, losses, penalties, attorneys fees and costs, in law or equity, of every kind and nature whatsoever arising out of or in connection with Consultant's negligent acts and omissions or willful misconduct under this Agreement ("Claims"), whether or not arising from the passive negligence of Agency, but does not include Claims that are finally determined to be the result of the sole negligence or willful misconduct of Agency. Consultant agrees to defend with counsel acceptable to Agency, indemnify and hold Agency harmless from all Claims, including but not limited to:

- 16.1 Personal injury, including but not limited to bodily injury, emotional injury, sickness or disease or death to persons including but not limited to Agency's representatives, officers, directors, designees, employees, agents, successors and assigns, subcontractors and other third parties and/or damage to property of anyone (including loss of use thereof) arising out of Consultant's negligent performance of, or willful

misconduct surrounding, any of the terms contained in this Agreement, or anyone directly or indirectly employed by Consultant or anyone for whose acts Consultant may be liable;

- 16.2 Liability arising from injuries to Consultant and/or any of Consultant's employees or agents arising out of Consultant's negligent performance of, or willful misconduct surrounding, any of the terms contained in this Agreement, or anyone directly or indirectly employed by Consultant or anyone for whose acts Consultant may be liable;
- 16.3 Penalties imposed upon account of the violation of any law, order, citation, rule, regulation, standard, ordinance or statute caused by the negligent action or inaction, or willful misconduct of Consultant or anyone directly or indirectly employed by Consultant or anyone for whose acts Consultant may be liable;
- 16.4 Infringement of any patent rights which may be brought against Agency arising out of Consultant's work;
- 16.5 Any violation or infraction by Consultant of any law, order, citation, rule, regulation, standard, ordinance or statute in any way relating to the occupational health or safety of employees; and
- 16.6 Any breach by Consultant of the terms, requirement or covenants of this Agreement.

17. Independent Contractor

In all situations and circumstances arising out of the terms and conditions of this Agreement, Consultant is an independent contractor, and as an independent contractor, the following shall apply:

- 17.1 Consultant is not an employee or agent of Agency and is only responsible for the requirements and results specified by this Agreement or any other Agreement.
- 17.2 Consultant shall be responsible to Agency only for the requirements and results specified by this Agreement and except as specifically provided in this Agreement, shall not be subject to Agency's control with respect to the physical actions or activities of Consultant in fulfillment of the requirements of this Agreement.
- 17.3 Consultant is not, and shall not be, entitled to receive from, or through, Agency, and Agency shall not provide, or be obligated to provide, Consultant with Worker's Compensation coverage or any other type of employment or worker insurance or benefit coverage required or provided by any Federal, State or local law or regulation for, or normally afforded to, an employee of the Agency.
- 17.4 Consultant shall not be entitled to have Agency withhold or pay, and Agency shall not withhold or pay, on behalf of Consultant, any tax or money relating to the Social Security Old Age Pension Program, Social Security Disability Program, or any other type of pension, annuity, or disability program required or provided by any Federal, State or local law or regulation.
- 17.5 Consultant shall not be entitled to participate in, or receive any benefit from, or make any claim against any Agency fringe program, including, but not limited to, Agency's pension plan, medical and health care plan, dental plan, life insurance plan, or any other type of

benefit program, plan, or coverage designated for, provided to, or offered to Agency's employee.

- 17.6 Agency shall not withhold or pay, on behalf of Consultant, any Federal, State, or local tax, including, but not limited to, any personal income tax, owed by Consultant.
- 17.7 Consultant is, and at all times during the term of this Agreement, shall represent and conduct itself as an independent contractor, not as an employee of Agency.
- 17.8 Consultant shall not have the authority, express or implied, to act on behalf of, bind or obligate the Agency in any way without the written consent of the Agency.

18. Insurance

- 18.1 Consultant hereby agrees at its own cost and expense to procure and maintain during the entire term of this Agreement, and any extended term thereof, commercial general liability insurance (bodily injury and property damage), workers compensation and employer's liability insurance, commercial automobile liability insurance (bodily injury and property damage) and professional errors and omissions liability insurance at the minimum limits set forth as follows:

<u>Insurance</u>	<u>Minimum Limit</u>
Errors & Omissions Coverage	\$2,000,000
Worker's Compensation, Coverage A	Statutory
Employers Liability, Coverage B	\$500,000
Commercial General Liability (Including Contractual Liability)	
Bodily Injury	\$1,000,000
Property Damage	\$1,000,000
Commercial Automobile Liability (owned, hired & non-owned vehicles)	
Bodily Injury	\$1,000,000
Property Damage	\$1,000,000

- 18.2 Special Insurance Requirements: All insurance required under paragraph 18 shall:

- 18.2.1 Be procured from an insurer authorized to do business in California.
- 18.2.2 Be primary coverage as respects Agency and any insurance or self-insurance maintained by Agency shall be in excess of Consultant's insurance coverage and shall not contribute to it.

18.2.3 Name Agency as an additional insured on all policies, except Worker's Compensation, and provide that Agency may recover for any loss suffered by Agency by reason of Consultant's negligence.

18.2.4 State that it is primary insurance and regards Agency as an additional insured and contains a cross-liability or severability of interest clause.

18.2.5 Not be cancelled, non-renewed or reduced in scope of coverage until after thirty (30) days written notice has been given to Agency. However, Consultant may not terminate such coverage until it provides Agency with proof that equal or better insurance has been secured and is in place. Cancellation or change without the prior written consent of Agency shall, at the option of Agency, be grounds for termination of this Agreement.

18.3 Additional Insurance Requirements

18.3.1 Complete copies of certificates of insurance for all required coverage's including additional insured endorsements and 30-day notice of cancellation clause endorsements shall be attached hereto as Exhibit "C" and incorporated herein.

18.3.2 Agency is to be notified immediately of all insurance claims. Agency is also to be notified if any aggregate insurance limit is exceeded.

18.3.3 The comprehensive or commercial general liability shall contain a provision of endorsements stating that such insurance:

- A. Includes contractual liability;
- B. Does not contain a "pro rata" provision which looks to limit the insurer's liability to the total proportion that its policy limits bear to the total coverage available to the insured; and
- C. Does not contain an "excess only" clause which require the exhaustion of other insurance prior to providing coverage.
- D. Does not contain an "escape clause" which extinguishes the insurer's liability if the loss is covered by other insurance.
- E. Includes Agency as an additional insured.
- F. States that it is primary insurance and regards Agency as an additional insured and contains a cross-liability or severability of interest clause.

18.4 Deposit of insurance Policy. Promptly on issuance, reissuance, or renewal of any insurance policy required by this Agreement, Consultant shall, if requested by Agency, cause to be given to Agency satisfactory evidence that insurance policy premiums have been paid together with a duplicate copy of the policy or a certificate evidencing the policy and executed by the insurance company issuing the policy or its authorized agent.

- 18.5 Additional Insurance. Nothing in this, or any other provision of this Agreement, shall be construed to preclude Consultant from obtaining and maintaining any additional insurance policies in addition to those required pursuant to this Agreement.

19. Workers' Compensation Certification

- 19.1 Consultant shall sign and file with Agency the following certification prior to performing the Work: "I am aware of the provisions of California Labor Code §§3700 *et seq.* which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract."
- 19.2 Consultant understands and agrees that any and all employees, regardless of hire date, shall be covered by Workers' Compensation according to the statutory requirements prior to beginning work on the Project.

20. Assignment

Neither this Agreement nor any duties or obligations hereunder shall be assignable by Consultant without the prior written consent of Agency. Consultant may employ other specialists to perform services as required with prior approval by Agency.

21. Non-Discrimination

During the performance of this Agreement, Consultant and its subcontractors shall not unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over forty) (40), marital status and denial of family care leave. Consultant and its subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Consultant and its subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Consultant and its subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) *et seq.*) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 *et seq.*). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code §12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. The applicable regulations of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794 (a)) are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Consultant shall abide by the Federal Civil Rights Act of 1964 and all amendments thereto, and all administrative rules and regulations issued pursuant to said Act. Consultant shall also abide by the American Disabilities Act and all amendments thereto, and all administrative rules and regulations pursuant to said Act. Consultant and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. Consultant shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform Work under this Agreement.

22. Notices and Reports

All notices and reports under this Agreement shall be in writing and may be given by personal delivery or by mailing by certified mail, return receipt requested, addressed as follows:

AGENCY:

Ms. Laura Fischer
Agency Executive Officer
Redevelopment Agency of The City of Holtville
121 W. Fifth Street
Holtville, CA 92250

CONSULTANT:

[Address]

23. Entire Agreement

This Agreement contains the entire Agreement between Agency and Consultant relating to the transactions contemplated hereby and supersedes all prior or contemporaneous agreements, understandings, provisions, negotiations, representations, or statements, either written or oral.

24. Modification

No modification, waiver, amendment, discharge, or change of this Agreement shall be valid unless the same is in writing and signed by the party against whom the enforcement of such modification, waiver, amendment, discharge, or change is or may be sought.

25. Captions

Captions in this Agreement are inserted for convenience of reference only and do not define, describe or limit the scope or the intent of this Agreement or any or the terms thereof.

26. Partial Invalidity

If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

27. Waiver

No waiver of any breach or of any of the covenants or conditions of this Agreement shall be construed to be a waiver of any other breach or to be a consent to any further or succeeding breach of the same or any other covenant or condition.

28. Choice of Law

This Agreement shall be governed by the laws of the State of California. This Agreement is made and entered into in Holtville, California. Any action brought by either party with respect to this agreement shall be brought in a court of competent jurisdiction within said Agency.

29. Attorney Fees

If either party herein brings an action to enforce the terms thereof or declare rights hereunder, the prevailing party in any such action, on trial or appeal, shall be entitled to his reasonable attorney's fees and actual costs to be paid by the losing party as fixed by the court.

30. Authority

Each individual executing this Agreement on behalf of Consultant represents and warrants that He/She is duly authorized to execute and deliver this Agreement on behalf of Consultant. Consultant shall deliver to Agency evidence acceptable to Agency of the foregoing within thirty (30) days of execution of this Agreement.

31. Counterparts

This Agreement may be executed in counterparts.

IN WITNESS WHEREOF, the parties have executed this agreement on the day and year first above written.

Attest:

Consultant:

Agency Secretary Date

Name, Title Date

Redevelopment Agency:

Laura Fischer, Agency Executive Officer Date

Approval As To Content & Form:

Steven M. Walker, City Attorney Date



City of Holtville

DowntownCode: D-A District

The D-A district is the core Downtown district. It offers a variety of mixed commercial, retail, and residential uses, oriented around the heart of Downtown - Holt Park. This central node offers more potential for unique, boutique storefronts and destination shopping. Oriented around the park, uses are easily accessed through pedestrian travel.

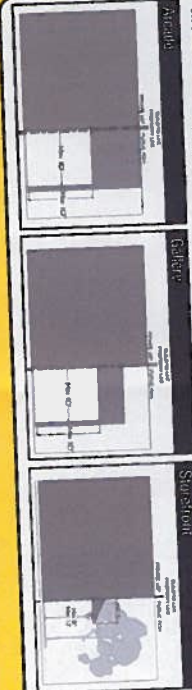
Allowed Building Types

See Section 17.34.000.C for further details



Allowed Frontage Types

See Section 17.34.000.D for further details



Allowed Sign Types

See Section 17.34.000 for further details

A-Frame Sidewalk Sign	Allowed
Awning Sign	Allowed
Projecting Sign	Preferred
Directory Sign	Allowed
Electronic Message Sign	Allowed
Monument Sign	Allowed
Temporary Signs	Preferred
Wall Sign	Preferred
Window Sign	Preferred

Allowed Use Regulations

See Section 17.34.050 for further details

- Commercial Recreation and Entertainment
- Government/Institutional
- Hotel/Motel
- Live/Work Space
- Mixed-Use
- Multi-Family Residential (Conditionally Permitted Use)
- Offices
- Retail Commercial
- Slip-Down Restaurants

Development Standards

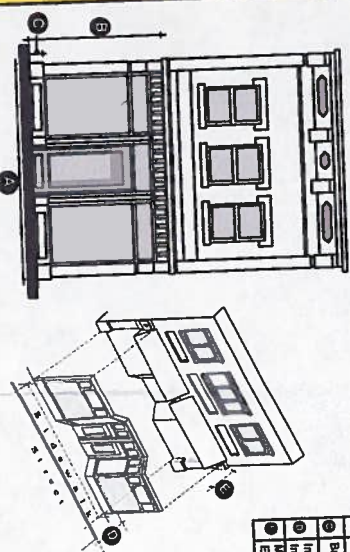
See Section 17.34.000.C for further details

Maximum Building Height	35'
Build-To Front Line Maximum	0'
Minimum Side Yard	0'
Minimum Rear Yard	0'



Storefront Design Standards

See Section 17.34.000.D for further details



Storefront Standards	
Storefront Width	15' - 45'
Groundfloor Height	10' - 20'
Building Height	1' - 3'
Level of Front Door from "Basis to Level"	2' - 6'
Maximum Awning Extension from Building	6'



City of Holtville

Downtown Code: D-B District

The D-B district applies to parts of the Downtown Central Business District not within the D-A district. While also offering a variety of mixed commercial, retail, and residential uses, it offers more opportunity for redevelopment and retail/residential development. This district can accommodate larger building footprints. The area is characterized by a preponderance of commercial and retail uses, with complementary light industrial use, mixed-use, and residential units.

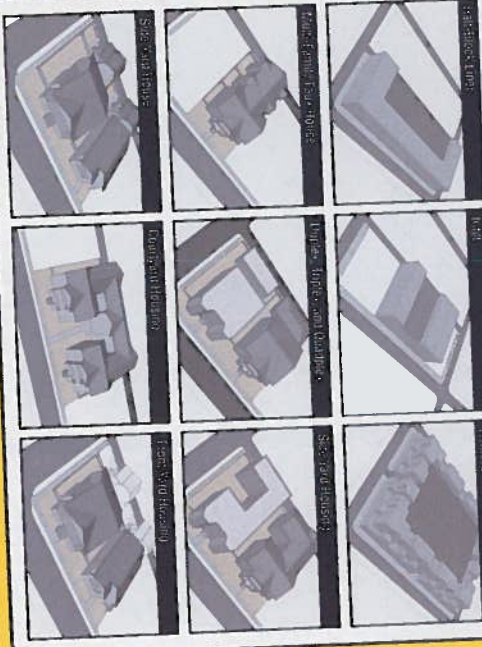
Allowed Frontage Types

See Section 17.34.020 D for further details



Allowed Building Types

See Section 17.34.020 C for further details



Development Standards

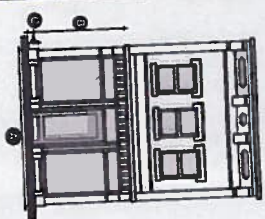
See Section 17.34.020 C for further details

Maximum Building Height	45'
Minimum Building Height	10'
Minimum Side Yard	0'
Minimum Rear Yard	20'

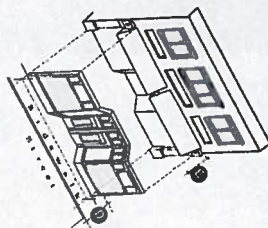


Storefront Design Standards

See Section 17.34.020 D for further details



Storefront Standards	
Storefront Width	15' - 60'
Storefront Height	10' - 20'
Ground Floor Height	0' - 4'
Height of Front Door from "Finish to Lintel"	3' - 8.5'
Maximum Awning Extension from Building	5'



Allowed Sign Types

See Section 17.34.020 for further details

Sign Type	Not Allowed
A-Frame Storefront Sign	Not Allowed
Awning Sign	Not Allowed
Projecting Sign	Not Allowed
Directory Sign	Not Allowed
Electronic Message Sign	Not Allowed
Monument Sign	Not Allowed
Temporary Sign	Not Allowed
Wall Sign	Not Allowed
Window Sign	Not Allowed

Allowed Use Regulations

See Section 17.34.020 for further details

- Attached Single-Family Residential (Conditionally Permitted Use)
- Commercial Recreation and Entertainment (Conditionally Permitted Use)
- Detached Single-Family Residential (Conditionally Permitted Use)
- Government/Institutional
- Home Occupation
- Hotel/Motel
- Live/Work Space
- Mixed-Use
- Multi-Family Residential (Conditionally Permitted Use)
- Offices
- Retail Commercial
- Shops
- Warehousing, Manufacturing, Wholesaling and Distribution (Conditionally Permitted Use)